

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



TROY BELL, ICMA-CM
MPA, MS-Finance
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA
MS-Taxation
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

AGENDA
CITY COMMISSION MEETING
July 11, 2024 at 6:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance led by Commissioner Campbell
- c. Roll Call

2. APPROVAL OF MINUTES

- a. Minutes of the City Commission on the following dates:
 - i) June 7, 2024 Budget Workshop
 - ii) June 13, 2024 Regular Meeting
 - iii) June 14, 2024 Special Called Workshop
 - iv) June 20, 2024 Budget Workshop

3. PUBLIC RECOGNITION/PRESENTATIONS

- a. IN THE SPOTLIGHT- Employee of the Month

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

- a. Legal Department - River Center land swap notification of deadlines

5. PUBLIC COMMENTS

- a. Public Comments - (Speakers limited to three minutes - no action taken on items)
- b. Commission and Staff Response

6. CONSENT AGENDA

- a. APPOINT Commissioner Borom as the City's Voting Delegate at the Florida League of Cities 2024 Annual Conference
- b. ADOPT RESOLUTION 2024-R-137 Granting a Special Event to the Putnam County Fire and Rescue for the 9/11 Remembrance Ceremony on September 11, 2024
- c. ADOPT RESOLUTION 2024-R-131 granting a special event to the Putnam County Historical Society

for the Occupation of Palatka on September 26 - 29, 2024

- d. ADOPT RESOLUTION 2024-R-130 granting a special event for Save the Datil Peppers on Oct. 26, 2024
- e. ADOPT RESOLUTION 2024-R-132 granting a Special Event to the Community Affairs Department for Community Fitness Fun Field Day on August 10, 2024
- f. ADOPT RESOLUTION 2024-R-134 amending the General Fund Budget for FY 2023-24 to recognize revenue in the amount of \$40,000 from Code Enforcement lien fines and to allocate it to the purpose of removing blight.
- g. ADOPT RESOLUTION 2024-R-136 authorizing the Palatka Police Department to spend up to \$33,000 to replace and upgrade current firearms and handguns.
- h. ADOPT RESOLUTION 2024-R-135 authorizing the Palatka Police Department to apply for the 100% funded Florida Department of Law Enforcement Criminal Justice JAG D Grant in the amount of \$6,275.
- i. ADOPT RESOLUTION 2024-R-142 authorizing Change Order No 9 with SGS Contracting Services, Inc. for the Platt Drew Wastewater Treatment Plant Biosolids Improvements project in the amount of \$101,990.33.
- j. ADOPT RESOLUTION 2024-R-141 authorizing execution of Amendment No. 2 for Community Development Block Grant (CDBG) MIT Project MT013 Sanitary Sewer Resiliency Master Plan.
- k. ADOPT RESOLUTION 2024-R-140 incorporating the proposed benefits policy to Section 8 Personal Security Program of the Personnel Policy
- l. ADOPT RESOLUTION 2024-R-143 authorizing execution of service proposal with Atlantic Pipe Services for manhole lining and repair (not to exceed \$79,582.34 (100% grant funded)
- m. ADOPT RESOLUTION 2024-R-146 authorizing execution of an Interlocal Agreement between the Community Redevelopment Agency (CRA) and the City of Palatka for services the City shall provide the CRA
- n. ADOPT RESOLUTION 2024-R-147 authorizing the Palatka Police Department to participate and apply for the FY 2023 Edward Byrne Memorial JAG Program for patrol division equipment and authorizing the Mayor to execute a letter approving the funding distribution.

7. REGULAR BUSINESS

- a. Department of Corrections Interagency Public Works Agreement renewal with addendum regarding forgiveness of civil restitution liens
- b. DISCUSSION/DIRECTION - RESOLUTION 2024-R-133 authorizing a donation to Lee Conlee House to assist with operational expenses due to recent decreases in State funding and authorizing a FY 2023-24 budget transfer to accommodate same. The request is the amount of \$112,570.89.
- c. DISCUSSION/DIRECTION - RESOLUTION 2024-R-138 authorizing a donation to the Palatka Police Athletic League (PAL) to assist with the Palatka PAL Teen Summit and the Youth Directors Conference and authorizing a FY 2023-24 budget transfer to accommodate same. The request is in the amount of \$16,000.

8. PUBLIC HEARINGS

- a. ADOPT RESOLUTION 2024-R-139 authorizing a non-ad valorem assessments to partially fund the cost of availability of fire protection services
- b. ADOPT ORDINANCE 2024-06 providing urban homesteading standards for the raising/keeping of Domestic Fowl in residential zoning areas and prohibiting roosters (2nd reading)

- c. Amending Future Land Use Map and Rezoning Parcels: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020 and 09-10-26-0213-0000-0030 located on Kelley Smith School Road
- i) ADOPT Ordinance 2024-07 amending the future land use map of 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020 and 09-10-26-0213-0000-0030 from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) - first reading continued from June 13, 2024
- ii) Ordinance 2024-08 amending the zoning map of 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020 and 09-10-26-0213-0000-0030 from City of Palatka General Commercial (C-1) to City of Palatka Residential, Single-Family (R-1) - first reading continued from June 13, 2024
- d. ADOPT ORDINANCE 2023-48 amending provisions of a Planned Unit Development known as Crystal Cove RV Resort, Phase 1, located at 121 Crystal Cove Rd. (2nd reading)
- e. ORDINANCE 2024-09 establishing procedures for quasi-judicial proceedings - 1st reading
- f. ADOPT RESOLUTION 2024-R-145 proposing the tentative millage rate of 6.4 mills for the levying of ad valorem taxes for the FY 2024-2025.

9. COMMISSIONER COMMENTS

10. ADJOURN

Upcoming Events July 12 – City Commission Budget Workshop 3:30 PM July 16 - Executive Session 9:00 AM August 8 – City Commission Meeting 6:00 PM August 9 - City Commission Budget Workshop 3:30 PM August 12 – Community Redevelopment Agency Meeting 5:00 PM August 15 – 17 Florida League of Cities Annual Conference – Hollywood, Florida August 29 - City Commission Budget Workshop 3:30 PM	Board Vacancies Zoning Board of Appeals - 3 vacancies Police Officers' Pension Board - 1 vacancy Putnam County Library Board - 1 City appointment vacancy Putnam County Better Place Plan Oversight Committee - 1 City appointment
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MINUTES CITY OF PALATKA June 7, 2024

The minutes of the proceedings of a special called workshop of the Palatka City Commission held on Friday, June 7, 2024 at 4:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER The workshop was called to order by the Mayor at 3:44 PM.

a. Special Called Workshop Notice

The notice was read by the Clerk.

Noted for the record that the legal advertisement of the workshop stated:

June 7 - Community Redevelopment Agency Budget Workshop 2:30 PM

June 7 – City Commission Budget Workshop 4:00 PM (or immediately following the workshop noted above).

b. Roll Call

Present:

Commissioner Justin Campbell*
Commissioner Tammie McCaskill*
Commissioner Will Jones*
Mayor Roberta Correa

Absent:

Rufus Borom (excused)

*present via telecommunications technology

Also Present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Jane West, City Attorney; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Peter Willott, Public Information Officer; Chris Taylor, Fire Chief; Jason Shaw, Police Chief; Matt Newcomb, Assistant Police Chief; Brian McCann, Wastewater Treatment Plant Superintendent; Matt Mors, Wastewater Treatment Plant Assistant Superintendent; Shawn Bruneau, Water Treatment Plant Superintendent; Virginia Jones, Human Resources Generalist, Lorenzo Aghemo, Planning Director, Kierra Kaymore, Customer Service/Records Clerk, Eddie Cutwright, Community Affairs Director and Alonzo Mulberry, City Chaplain (via telecommunications technology)

2. PUBLIC COMMENTS

a. Public Comments - (Speakers limited to three minutes - no action taken on items)

The floor was opened to public comment. Upon hearing no requests to comment, the floor was closed to public comment.

3. REGULAR BUSINESS

a. PRESENTATION & DISCUSSION - Summary of Fiscal Year 2023-2024 and Discussion of Expenses for Fiscal Year 2024-2025

Mr. Bell advised the primary purpose of the budget workshop today is to get the input of the City Commission on what the Commissioners would like to see included in the budget. Staff presented expenses today (revenues shall be presented at a future workshop).

Ms. Carty spoke regarding the history of Palatka. She advised home values are rising steadily, even as high as 15%. She outlined budget priorities that Staff is presently aware of. She spoke regarding the revenue by trend by fund. Overall, our revenue is increasing as Sanitation is the only fund that has decreased. She spoke regarding the increase of the airport expenditures, which is mainly paid for by grants. She showed how we are investing in our Water fund also. We secured \$4 million in debt during 2023-2024 due to the new Public Works facility, police cars, and a lift.

Ms. Carty presented a draft budget. The salaries presented were not the final numbers as they do not reflect the step-in-grade increases and at a future workshop she would like to present a break down of the positions. She overviewed the following budgets: City Commission, City Hall (a line will be added in the City Hall budget for City Annex Building Maintenance), City Manager, City Clerk, Finance, IT, Facility Maintenance, Water Taxi, Jenkins Gym (which will become more as the renovation is finalized and programs offered), Legal, Other Government Services, Building & Zoning ("Planning"), Recreation (Capital improvement shown here might move to Jenkins), Police Department, Code Enforcement (we expect changes in lot demolition, lot cleanup and legal fees), Fire Department, Streets (changes will be made to the paving repairs and sidewalk repairs lines), Cemetery, Cultural Services (change to come for Bronson House), Parks and Recreation, Price Martin Center, General Fund Transfers, Reserves, Airport Fund, Water Fund, Golf Fund, Sanitation Fund, Tax Increment Fund, American Rescue Plan, and Better Place.

Ms. Carty advised in the 2023-24 expenditures there was a 14% increase. Presently, Staff is budgeting for a 4% increase

Ms. Carty indicated that before the next budget draft, the impact of our loans and the interest will be reflected. She will add the department name to some of the budgets referenced (such as making "Cultural Services" into "Community Affairs - Cultural Services", "Streets" into "Public Works - Streets"). General Fund Transfers and Reserves have to be calculated again later. This coming year will be a year of returning to normalcy for the Airport.

To provide an update on the American Rescue Plant funds, the budget was \$1,972,000 as of May 31 we spent \$353,000, but we have an encumbrance out there of \$203,000 so as of today, we have \$567,000 that we have spent and encumbered of the ARPA funds. The balance today of ARPA available is \$1,404,503. The debt service for the public works building (and maybe the Fire Trucks) will be in Better Place fund. For Better Place, we will have a better idea of grants by the next draft of the agenda.

The Clerk advised the next Budget Workshop will be June 20.

Commission discussion commenced:

Commissioner Jones asked if the City will provide employees with a cost-of-living-adjustment or a step-in-grade or both. The Manager advised the policy is to give the step-in-grade and the Commission can add a COLA if it desires.

Commissioners Borom and McCaskill expressed not all departments may need a 4% increase in their expenditures. Commissioner Campbell appreciated the information at the forefront.

4. ADJOURN Motion to adjourn at 4:56 PM by Commissioner McCaskill.

CITY OF PALATKA

By: Its Mayor

Attest:

Sunni Krantz, CMC
City Clerk

NOTICES: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, AT THE APPLICANT'S EXPENSE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

FS 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

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MINUTES
CITY OF PALATKA
June 13, 2024

The minutes of the proceedings of the regular meeting of the Palatka City Commission held on Thursday, June 13, 2024 at 6:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER Call to Order at 6:00 PM

a. Invocation

The invocation was led by Chaplain Mulberry

b. Pledge of Allegiance led by Commissioner McCaskill

The Pledge of Allegiance was led by Commissioner McCaskill.

c. Roll Call

Present:

Absent:

Commissioner Tammie McCaskill
Commissioner Justin Campbell
Commissioner Will Jones
Commissioner Rufus Borom
Mayor Roberta Correa

Also Present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Jane West, City Attorney; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Virginia Jones, HR Generalist; Joe Verrecchio, Public Works Operations Manager; Peter Willott, Public Information Officer; Eddie Cutwright, Community Affairs Director; Chris Taylor, Fire Chief; Jason Shaw, Police Chief; Matt Newcomb, Assistant Police Chief; Yul McNair, Airport Manager; Terrill Hill, former Mayor; Allegra Kitchens, former City Commissioner; Reagan Blackmer; Riley Blackmer; Kyun Sessions; Robert Wise; Tara Howell with JB Pro; Alonzo Mulberry, City Chaplain (via telecommunications technology)

2. APPROVAL OF MINUTES

a. May 23, 2024

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

3. PUBLIC RECOGNITION/PRESENTATIONS

a. PRESENTATION - Sons of American Revolution Firefighter of the Year Award

Paul Sapp with the St. Augustine Chapter of the Sons of the American Revolution (SAR) presented Lauren Futch with the SAR Fire Safety Accommodation Medal. Firefighter Futch was nominated by Chief Taylor for her 2 years

of service and unwavering dedication to her profession.

- b. PROCLAMATION - Pride Proclamation - June 2024 - Requestor Abdulrhman Abed Aldick

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

Mr. Aldick accepted the Proclamation along with others from the community.

- c. PROCLAMATION - Juneteenth - June 19, 2024

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion unanimously.

The Proclamation was accepted by Mr. Cutwright on behalf of Ruth Benjamin.

- d. PRESENTATION City of Palatka Youth Ambassadors

- i "Mock" Meeting

Kyun Session 200 Dogwood Ln., Palatka, FL 32177 served as a mentor to the Palatka Youth Ambassadors and presented the Mock Meeting performed by the 2023-24 Youth Ambassadors. Mr. Session advised the Commission that the students are required to participate in a "mock meeting" in order to complete the program. Due to scheduling conflicts, the meeting was recorded and presented at the meeting.

- ii Certificates of Completion: Reagan Blackmer, Riley Blackmer, Uma Tai, and Rei Jambaldorj
Certificate of Appreciation: Kyun Session

Commissioner Campbell and Clerk Krantz presented the certificates of completion to the Youth Ambassadors and a certificate of appreciation to Mr. Session. Ms. Krantz and Mr. Session spoke regarding the efforts of the youth this year, including a book drive and learning about the functions of the City departments.

- e. IN THE SPOTLIGHT - Employee of the Month

Mrs. Jones presented the Employee of the Month award to Officer Matthew Dickerson. Chief Shaw advised Lt. Cassidy nominated Ofc. Dickerson for his motivation and positive attitude. He was involved in a recent incident where he administered Narcan and saved an overdose patient's life.

4. CITY MANAGER AND ADMINISTRATIVE REPORTS

Mr. Bell advised the due diligence deadline concerning a potential land swap (the St. Johns River Center for property adjacent to City Hall) with Riverfront Development Group will be August 15. The Clerk has requested dates from the Commission to schedule a workshop. Staff has been collecting data and information for the appraisals. Mr. Bell advised the attorney Mark Lawson tasked with developing the number for the Fire Assessment, he has indicated July 11th will be the hearing for the Fire Assessment.

- a. PRESENTATION - Personnel Policy Updates Section 8 Benefits

Mrs. Jones presented the proposed policy. This is being brought back for the Commission's edits. The last time the policy was before the Commission was in October 2023. If there are no edits, it will be brought back for adoption at the next meeting.

5. PUBLIC COMMENTS

- a. **General Public Comments** - (Speakers limited to three minutes - no action taken on items)

The floor was opened to public comment.

Tyrone Bennett, Heart & Soul Eatery, 308 St. Johns Ave., Palatka, FL 32177 - spoke regarding the hard work of the City's Community Affairs Department on events. He asked that when external organizations come to put on

MINUTES
Palatka City Commission
June 13, 2024

events in Palatka, that they have greater communication with local businesses.

Allegra Kitchens 1027 S 12th St., and Mary Lawson Brown 107 S 9th St., Palatka, FL 32177 - have decided to try to get a walking trail to promote the history and tourism of Palatka. Ms. Brown spoke regarding an upcoming Arts & Crafts Festival. On June 22nd at 1:00 PM there will be an unveiling of the kiosk dedicated to the Mary Lawson Brown hospital.

Sam Deputy 917 Carr St/ 623 St. Johns Ave., Palatka, FL 32177 - spoke regarding the lack of notification from the organizers of the Blue Crab Festival that the 700 block would be closed beginning on Thursday evening before the festival and the City closed the road. He also advised some businesses put their items on the street beginning on Wednesday. The City's policy states the businesses are to be notified by the event organizer 15 days before the event. He asked the policy be revisited and asked everyone be held accountable.

Hearing no further requests to comment, the floor was closed to public comment.

b. Commission and Staff Response

Mr. Bell advised Staff is working on an after-action report to address some of the commentary regarding the Blue Crab Festival.

6. CONSENT AGENDA Mr. Bell advised Staff is asking to pull item 6 C and to bring it back at a later date. Mayor Correa asked to pull item 6 E.

Motion to accept excluding C and E by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- a. ADOPT RESOLUTION 2024-R-124 granting a special event permit to the Community Affairs Department for the Juneteenth Movie Day to be held on June 22, 2024
- b. ADOPT RESOLUTION 2024-R-128 granting a special event permit to the Community Affairs Department for the 4th of July Fireworks event to be held on July 4, 2024 (contingency date July 5, 2024)
- c. ADOPT RESOLUTION 2024-R-125 granting a special event permit to the Community Affairs Department for the Tacos and Tequila Riverfront Social to be held on June 14, 2024

Commissioner Campbell advised Staff to be conscious of the way that we brand or label events. He asked to consider not putting liquor in the name of an event as that might discourage some folks from attending. Commissioner McCaskill agreed. Staff will bring the item back at a later time. No motion made.

- d. ADOPT RESOLUTION 2024-R-126 awarding Zabatt Power Systems for generators for the Airport quotes under a piggyback agreement with the Sourcewell Contract for a total not to exceed amount of \$166,915.43 (100% FDOT funded through contract FM445880-2)
- e. ADOPT RESOLUTION 2024-R-129 granting a special event permit to Big Homie Inc. for Family, Friendly, Funday on July 13, 20, 27, and August 3, 2024

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, GRANTING A SPECIAL EVENTS PERMIT TO BIG HOMIES INC. FOR FAMILY, FRIENDLY, FUNDAY; SETTING FORTH THE PROVISIONS OF THE PERMIT; AND GRANTING PERMISSION FOR ROAD CLOSURES; AND PROVIDING FOR SCRIVENER'S ERRORS

MINUTES
Palatka City Commission
June 13, 2024

The floor was opened to public comment:

Allegra Kitchens 1027 S 12th St., Palatka, FL 32177 - spoke regarding the concerns that the application was not applied for greater than 60 days before the event and that Commissioner Jones has a familial relationship with the applicant.

Mr. Cutwright responded that the conversation with the applicant began in March. Ms. West advised the code requires a 10-day advance application.

Motion to approve by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed 4 - 0 with Commissioner Jones' recusal.

7. REGULAR BUSINESS

- a. DISCUSSION/DIRECTION - RESOLUTION 2024-R-123 authorizing a donation to ARK for mobile animal clinic and authorizing a FY 2023-24 budget transfer to accommodate same

Ms. Diane Kelley asked the Commission to lock in a funding amount for the Animal Rescue Konsortium's mobile animal clinic. She asked Palatka to donate \$7,000. A private donor has contributed \$50,000. The Board of County Commissioners committed \$25,000; Pomona Park committed \$5,000, a budget meeting with Interlachen will occur on Monday, and Welaka is finalizing work.

Commission discussion commenced. Commissioner Borom advised this the County Seat with more people and animals than the other municipalities. Commissioner McCaskill spoke in support of donating 10,000.

Mr. Bell recommended the commitment be contingent upon them establishing the mobile clinic and that the second request would be some data on the number of spays and neuters done in the City as apart of the demographics. Mr. Bell advised it could go towards the vehicle. Ms. Kelley suggested the donation be in three increments.

Motion to commit \$10,000 to the ARK rescue contingent upon the City being last with quarterly check-ins along with the mobile vehicle condition by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

The direction of the Commission was to find the funding. Commissioner Jones asked if it would come from General Fund, and Ms. Carty advised it would. Later, discussion commenced regarding using funding from the American Rescue Plan. Ms. Carty presented the current ARPA allocations.

Mr. Bell advised the Commission could use public health or homeless assistance to pay for the item for the mobile spay and neuter clinic.

Motion by Commissioner Jones to take \$10,000 for the cause of the animals from the Public Health line item of the ARPA fund. Second by Borom. The Motion Passed unanimously.

Discussion continued regarding ARPA;

Commissioner Borom spoke of the \$2.5 million we will be disbursing for public housing and asked for feedback. Mr. Bell advised we can come back to the Commission on direction for the unallocated ARPA funding. Commissioner Borom asked for reports every 2 weeks to a month regarding these matters. Mr. Griffith advised the Commission did award the affordable housing program to St. Johns Housing. When the program draft comes back to the Commission, we will open an application cycle.

MINUTES
Palatka City Commission
June 13, 2024

Commissioner Jones advised he was approached by the Police Athletic League (PAL) Director that PAL can use COVID education funds. Chief Shaw advised Lalita Thomas plans to bring a need/request for funding for PAL. Mayor Correa spoke regarding putting it on the July agenda. Ms. Carty advised, for all funding requests from ARPA, Staff needs to ensure the funds can be spent in accord with ARPA guidelines.

b. PRESENTATION/ACCEPTANCE - Audit Report Fiscal Year 2023-24

Mr. Roderick Harvey presented the Audit of FY 2023-24. There are no findings for the current year. They did follow up with past findings. Findings 2021-001 and 2021-002 have been cleared. Commissioner McCaskill and Mayor Correa expressed gratitude to Ms. Carty's team and HCT for their efforts on the audit. Commissioner Borom advised this is the cleanest audit that he believes the City has had. He would like to see more of a scope of work from the past 24 months from January 2024 due to the movement in our structure, specifically the Airport's utilization of grants. Mr. Harvey advised that would be a specialty engagement with his firm to perform an audit for certain elements, accounts, or departments.

Motion to accept the audit by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

8. PUBLIC HEARINGS

a. ADOPT ORDINANCE 2024-05 creating a 4% one-time cost of living adjustment for all members of the General Employees Pension Plan effective October 1, 2024 (second reading/enactment hearing)

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING CHAPTER 2, DIVISION 4 OF THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, ENTITLED GENERAL EMPLOYEES RETIREMENT PLAN; AMENDING SECTION 2-171 – PENSION ADJUSTMENTS; CREATING A 4% ONE TIME COST OF LIVING ADJUSTMENT FOR ALL RETIREES EFFECTIVE OCTOBER 1, 2024; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS.

Ms. Carty advised the members of the General Employees' retirement plan have not had a retirement increase in 20 years, while the cost of living has grown in that time. With this adjustment, the City will not be spending more than what we are currently spending.

The floor was opened to public hearing. Hearing no requests to comment, the floor was closed to public hearing.

Motion to approve by Commissioner Campbell. Seconded by Commissioner Borom. The Motion Passed unanimously.

b. ORDINANCE 2024-06 providing urban homesteading standards for the raising/keeping of Domestic Fowl in residential zoning areas and prohibiting roosters (1st reading)

AN ORDINANCE OF THE CITY OF PALATKA, PROVIDING URBAN HOMESTEADING STANDARDS FOR THE RAISING AND KEEPING OF DOMESTIC FOWL IN RESIDENTIAL ZONING, PROHIBITING ROOSTERS; PROVIDING FOR CONFLICTS, SEVERABILITY, REPEAL, SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Ms. West advised the Ordinance will prohibit crowing fowl, will allow for 10 domestic fowl, while allowing for residents to engage in self-sustaining food production (eggs). Within the City limits of Palatka, according to the US Census, 19% of households are without vehicles and are greater than a mile from a grocery store. Ms. West advised the Ordinance was a request from Commissioner Borom. Commissioner Borom advised at a Town Hall meeting, a resident had a concern about roosters. Ms. West advised the Ordinance would apply to the peacocks in the northside. Throughout the country the ordinances vary from 2 to 20 chickens. If someone violates the code, they would be subject to code enforcement.

MINUTES
Palatka City Commission
June 13, 2024

Commission discussion commenced. Commissioner Jones spoke regarding concern of chickens in the road, even now while chickens are not allowed. Ms. West advised the Ordinance would provide guidelines and standards and require chickens be kept in a coop and within a defined perimeter. Mayor Correa spoke in support. Commissioner Campbell asked for public education on the ordinance once adopted. Commissioner Jones recommended the number of chickens be 5. He spoke of concern of the City not having any place to put the chickens. Ms. West advised the homeowner would be noticed of a violation and the City would not do anything with the chickens. Commissioner McCaskill recommended the number of chickens be 3, further commission negotiation occurred regarding the number of chickens.

The floor was opened to public hearing. Upon hearing nothing further, the floor was closed to public hearing.

Motion to approve the Ordinance with 4 chickens by Commissioner Campbell. Seconded by Commissioner McCaskill. The Motion Passed unanimously.

- c. ORDINANCE 2023-48 amending provisions of a Planned Unit Development known as Crystal Cove RV Resort, Phase 1, located at 121 Crystal Cove Rd.

ORDINANCE NO. 2023-48 AN ORDINANCE OF THE CITY OF PALATKA, AMENDING PROVISIONS OF A PLANNED UNIT DEVELOPMENT KNOWN AS CRYSTAL COVE RV RESORT, PHASE 1, LOCATED AT 121 CRYSTAL COVE ROAD, TO REMOVE THE REQUIREMENT FOR A SWIMMING POOL, SPA OR LIKE FACILITIES, ALLOW UP TO 30% OF THE BUILT SITES TO BE USED AS PARK MODEL RECREATIONAL VEHICLES, AND REVISE THE MAXIMUM LENGTH OF OCCUPANCY TO NO MORE THAN 180 DAYS IN ANY 12 CONSECUTIVE MONTH PERIOD; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

This is the first of two public hearings. Mr. Aghemo advised this is a request to amend an existing Planned Unit Development (PUD). The application was last considered in December 2023. The property was originally zoned R-3 when annexed in 2008 and was subdivided to include 20 family lots. In 2017, the City approved a PUD for recreational open-space by Ordinance. That ordinance called for 40 RV spaces and 31 trailer parking spaces. Subsequently, new ownership and a new application was filed to amend the PUD to 1) allow park models up to 30% of the build site, 2) amend the requirement for a swimming pool, and 3) extend the length of stay from 15 days to 180 days. Due to concerns of the neighbors, the applicant requested a continuance at the December Commission meeting to allow them to meet with the community. The applicant held a community meeting in May 2024. As a result, the applicant is requesting that the park model request be deleted, leaving the other two requests in place. The Planning Board recommended approval in December 2023. Staff recommends approval with one condition. If approved, the other standards and provisions in Ord 2017-24 will remain in effect.

Tara Howell with JB Pro 3530 NW 43rd St., Palatka, FL 32177 - addressed the Commission on behalf of the applicant. She advised this location is adjacent to Crystal Cove RV Resort. During the community meeting, 7 individuals attended who were concerned about the park model request. Because of this, her client indicated the park models were not a crucial part of their plan, and removed that request. There will be 24-hour live, onsite maintenance security. She provided a handout. The adjacent site, which is much larger, will have the amenities such as a pool. She advised it is not a good business plan for both RV sites to have a pool, which is why they are asking to amend the PUD to not include a pool. She spoke regarding folks that are "snow birds" coming in between November and April typically stay 3 to 6 months and contribute revenue to the communities that allow them.

David McDaniel 220 Adams Dr., Maitland, FL - also speaking on behalf of the applicant, advised most RV resorts have a common shower facility available to customers. Commissioner McCaskill spoke regarding concerns of

safety at the shower facility. He responded the location of the bath house is the center of the development. He advised this is a small development of 40 units. Regarding the length of stay, and the 180 day length would be consistent with other high quality RV resorts in the State.

The floor was opened to public hearing. Hearing no comments, the floor was closed to public hearing.

Motion to approve by Commissioner McCaskill. Seconded by Commissioner Campbell. The Motion Passed unanimously.

d. Amending Future Land Use Map and Rezoning 7341 Crill Ave

i ADOPT Ordinance 2024-07 amending the future land use map of 7341 Crill Ave from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL)

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM CITY OF PALATKA COMMERCIAL (COM) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY LOCATED ON KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Aghemo advised the plat was approved by the Commission in April. The Planning Board approved the future land use map amendment and rezoning. The application meets all of the requirements. The property owner was not present.

The floor was opened to public hearing:

Robert Wise 150 Kelley Smith School Rd., Palatka, FL 32177 - spoke of appreciation of Mary Lawson Brown keeping the history of Palatka at the forefront. He advised the lot beside the C-1 zoning was not on the original map presented to the Planning Board. He advised he had asked the the Planning Board when they heard the request for rezoning, why they couldn't have an entrance on Highway 20 and he was told it was because they would need permission from the Florida Department of Transportation and to have a turning lane. He expressed a house was built on the lot he referenced before it went to the Planning Board. The C-1 property has signs listing it as commercial property. Mr. Wise advised the address of the property is Crill Avenue, however the lots on the map are Kelley Smith School Road. He asked someone look at the map that was used by the Planning Board you will not see the parcel to the left.

Hearing no further requests to comment, the floor was closed to public hearing.

Commission discussion commenced with the Planning Director. Mr. Aghemo advised the bigger parcel that aligns on Crill Avenue was sold, just a half an acre, and was subdivided (approved) in April. The current owner of the 3 lots subject to the proposed Ordinance wants to rezone the three parcels to the bottom of the C-1 property as shown on page 242 of the agenda packet.

Commissioner Jones advised that on the C-1 property a house has been built. Ms. West and Mr. Aghemo advised that the three subject parcels are vacant and the parcel referenced by Commissioner Jones is not apart of this application. Mr. Aghemo advised usually plats, future land use map amendments and rezonings are typically done at the same hearing. This is housekeeping after-the-fact.

MINUTES
Palatka City Commission
June 13, 2024

Mr. Bell recommended City Staff take photographs of the property and bring it back to the Commission.

Motion to continue the hearings on Ordinances 2024-07 (and 2024-08) to the July 11 City Commission meeting by None. Seconded by None. The Motion unanimously.

Commissioner Campbell asked for photos of the properties subject to rezoning Ordinances in the future.

- ii Ordinance 2024-08 amending the zoning map of 7341 Crill Ave from City of Palatka General Commercial (C-1) to City of Palatka Residential, Single-Family (R-1) - first reading

Clerk's note: See item 8 d i above.

- 9. COMMISSIONER COMMENTS Commissioner Campbell spoke regarding the Juneteenth event to be held at Calvary Family Life Center 1414 Bronson St. He also spoke regarding the inaugural Jubilee to be held from 4:00 - 8:00 PM on Juneteenth. On June 22, the City of Palatka will be hosting a Juneteenth Movie Day event at the Northside Neighborhood Facility. Commissioner McCaskill asked to tag on for funding to the City's event.

- 10. ADJOURN
Motion to adjourn at 8:20 PM by Commissioner McCaskill.

CITY OF PALATKA

By: Its Mayor

Attest:

City Clerk

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FS 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERKS OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

ROBERTA M. CORREA
MAYOR - COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

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TROY BELL, ICMA-CM
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FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

MINUTES
CITY OF PALATKA
June 14, 2024

The minutes of the proceedings of a special called workshop of the Palatka City Commission held on Friday, June 14, 2024 at 9:00 AM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. **CALL TO ORDER** The workshop was called to order at 9:04 AM.

a. **Special Called Workshop Notice**

The notice was read by the Clerk.

b. **Invocation**

The invocation was led by Commissioner Campbell.

c. **Pledge of Allegiance**

The pledge of allegiance was led by Commissioner Borom.

d. **Roll Call**

Present:

Commissioner Tammie McCaskill

Commissioner Justin Campbell

Commissioner Will Jones

Commissioner Rufus Borom

Mayor Roberta Correa

Also Present: Troy Bell, City Manager; Jonathan Griffith, Assistant City Manager; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Virginia Jones, HR Generalist; Joe Verrecchio, Public Works Operations Manager; Peter Willott, Public Information Officer; Chris Taylor, Fire Chief; Chad Branford Jason Shaw, Police Chief; Yul McNair, Airport Manager; Allegra Kitchens, former City Commissioner; Sarah Cavacini, Palatka Daily News; and Eddie Cutwright, Community Affairs Director; Alonzo Mulberry, City Chaplain (via telecommunications technology)

2. **PUBLIC COMMENTS**

a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)

The floor was opened to public comment, upon hearing none, the floor was closed to public comment.

3. **DISCUSSION ITEMS**

a. **City of Palatka Strategic Goals and City Manager's Goals**

Mrs. Jones advised the Commission must set the strategic goals for the City and then set the goals for the City

Manager that align with the strategic goals. The goals must be specific, measurable, attainable, relevant and time-based (SMART) as outlined in the agenda packet.

Mr. Bell indicated desire to establish mission, vision and values for the City. The strategic goals for the City would be in-line with that. Commissioner Campbell expressed the need for new and updated priorities, a sense of the community for our strategic plan. Mr. Bell suggested a Request for Proposals for a facilitator to consolidate all the documents and work through establishing or refreshing the Mission, Vision, and Values.

Commission discussion commenced. Mayor Correa advised she has looked at the current Comprehensive Plan, CRA Plan, and the Strategic Plan and feels that from those plans, and from what the community has advised they want to see, the Commission can extract a Mission Statement (or update one). Commissioner Borom spoke on Mr. Bell's experience in this area. Commissioner Borom indicated the Commission and Department Heads have held a retreat meeting to ensure management is working together with Staff.

Mr. Griffith spoke regarding the City's Economic Development Plan which is often called the City's "Strategic Plan". Mr. Bell responded the Economic Development Plan is not the overarching goals of the City. He spoke on the need to spend funds for infrastructure are other elements of the overarching structure. Discussion commenced regarding the goals of the Economic Development Plan. Discussion continued regarding whether there is need for a business incubator and the Chamber of Commerce. Regarding Goal 6, Mr. McNair advised the Airport is progressing. The Airport has shifted to an economic generating focus vs. an operational focus. Regarding Goal 7, broadband, Mayor Correa advised for the City residents it is more of a cost than accessible internet that is the issue. She advised the County has worked on this from the County level.

Commissioner McCaskill advised we need to develop and start a strategic plan. Commissioner Borom advised the goal is to get the Strategy and Mission and Vision set. The Mission and Visions of the departments must tie in to the City's overall mission and vision. Commissioners McCaskill, Campbell and Jones spoke regarding following up with the Economic Development Plan's goals. Commissioner Jones advised he is looking for someone to come in with a vision. For example, the new Housing Authority Director came in with a Mission and Goals. He spoke regarding his desire to see street resurfacing. Commissioner Jones advised it is difficult to evaluate someone without having goals, from the top down. He expressed we should outline where each department needs to go

Commissioner Borom advised we know what the priorities are for this year, mainly infrastructure, curbing, 10 police vehicles, and recreation. Commissioner Borom spoke regarding the vision and mission of the City to deliver cost-effective customer-focused municipal services. He advised he previously sent his mission, vision, values and goals to the City Manager. Mr. Bell responded that the things Commissioner Borom indicated were legislative goals and advised we need to consolidate Commissioner Borom's goals with the overall Commission. Mayor Correa spoke in support of a facilitator as some of this is about the City Manager and his future job performance. Commissioner Campbell recommended starting with our Mission and Vision so we can progress with purpose. He advised a facilitator would give us the ability to act and move. He spoke regarding the need to set things at the forefront with time certain/date focused. He recommended hosting meetings and workshops to come up with a mission and vision. Commissioner McCaskill expressed the City Manager needs to remind the Commission at every meeting about the Strategic Plan. Mr. Bell advised an RFP could be out for 2 weeks. Mr. Griffith advised our custom is to have an RFP out for 30 days. Commissioner Borom expressed the Commission must provide what it wants and advised this has to be done prior to an RFP. Commissioner Jones suggested an executive session on this topic (Mayor Correa indicated the City Attorney would need to advise if this is legal) and Commissioner Campbell responded regarding the need for public input. Mr. Bell advised he does not know that you can do an

MINUTES
Palatka City Commission
Workshop
June 14, 2024
2

executive session for this.

Discussion commenced regarding goals for the City Manager. Mayor Correa spoke on the need to set goals in order to evaluate the City Manager's performance. Commissioner McCaskill indicated this hinges off of the City's goals. Commissioner Jones advised some of the individual Commissioners have expressed their goals for the City Manager to work on. Mr. Bell advised he could pull a list together. He expressed the Commission needs to set a Mission, Vision and Values in order to determine the manager's goals. Commissioner Borom advised one goal he gave to the City Manager was to create a Mission, Vision and Strategy. Commissioner Campbell advised as the goals for the City Manager can be made simultaneously as we have conversations about the City's goals. Mayor Correa advised the contract says within the first 6 months the Commission will meet with the City Manager to set goals for the City and the City Manager. Commissioner McCaskill advised the contract also says 180 days. Mayor Correa advised the probationary period ends in August.

Commissioner Campbell advised goals he feels are important for the City Manager are: leadership, Council relationship management, Community engagement, culture, City operations, and fiscal management. Mayor Correa advised her goals for the City Manager are: Management of the organization, leadership, and professionalism. Mayor Correa defined management as effectively runs the operation of the organization, creates a team building environment for all employees through mutual respect and collaboration so the City becomes a place where people seek employment and become career employees recognizes the accomplishment of all employees volunteers and other groups working on behalf of the city supports all efforts towards diversity inclusion professional growth succession planning and opportunities with within the organization identifies organizational issues and takes corrective action. Mayor Correa defined leadership as communication that provides the commission and the organization real solutions and creativity to issues and problems assures the city commission's the decisions are objective, legal, and ethical; follows sound administrative practices provides positive leadership through collaboration mentoring, coaching, and motivational techniques; is a positive Ambassador for the City and add more about the communication with the community. Mayor Correa advised consistent reports falls under the council relationships category, being more collaborative and transparent. Commissioner McCaskill advised her goals for the City Manager are: Professionalism, management, public health and safety, and community engagement.

Discussion included the Commissioners' definitions of professionalism. Commissioner Jones spoke regarding professionalism means reports should not have errors, things are presented in plain simple language, videos that are clear, and a professional presentation.

Commissioner Campbell expressed the need for community engagement as the public sometimes has a misunderstanding of how government works or what the City does. Commissioner Borom expressed concern the Manager has been out of the City and spoke on the need for the Manager to be in the City to learn the City. Commissioner McCaskill spoke regarding the Manager's community engagement activities.

Commissioner Borom spoke regarding the need for consistent reports. He recommended an action register. He expressed the need for financial reports monthly, rather than quarterly. Commissioner Borom spoke regarding the need for regular reports, such as the financial position of the City and how it sits with the budget, and how it sits with priorities and goals. Commissioner Campbell advised on Fridays the Interim City Manager would send out a report with highlights of the City through the week. Mr. Bell advised it is his objective to get feedback from the community and to be open and engaged with the residents, so they feel more comfortable coming to City Hall, and so they have a communication channel with the Manager without having to go to City Hall. Commissioner McCaskill asked the Manager to share reports from meetings with the community. Commissioner

MINUTES
Palatka City Commission
Workshop
June 14, 2024

Jones spoke suggested the Manager creating a summary of accomplishments that have occurred since he arrived as his probation nears expiration. Commissioner Borom asked for reports from what the manager accomplished during his 30, 60, and 90 days. Commissioner Borom asked for no late submittals for the Commission's approval.

Mayor Correa outlined the goals for the City Manager:

- 1) Management of the Organization
- 2) Council Relationship - Establish a transparent working relationship with Councilmen and women, consistent reports
- 3) Professionalism

Commissioner Campbell asked for an honorable mention goal of community engagement.

Mayor Correa asked the Commission to meet with the Manager within the next two weeks and come back together for another workshop.

- 4. ADJOURN
Motion to adjourn at 10:38 AM by Commissioner Jones.

CITY OF PALATKA

By: Its Mayor

Attest:

City Clerk

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ROBERTA M. CORREA
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CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT

MINUTES
CITY OF PALATKA
June 20, 2024

The minutes of the proceedings of a workshop of the Palatka City Commission held on Thursday, June 20, 2024 at 4:00 PM at City Hall, 201 N. 2nd St., Palatka, FL 32177.

1. CALL TO ORDER AT 4:00 PM OR IMMEDIATELY FOLLOWING THE CRA BUDGET WORKSHOP SCHEDULED FOR 2:30 PM The workshop was called to order at 3:17 PM as per the notice which ran in the newspaper that the budget workshop would commence at 4:00 PM or immediately following the CRA budget workshop.

- a. Special Called Workshop Notice

The notice was read by the Clerk.

- b. Roll Call

Present:

Absent: Commissioner Tammie McCaskill

Commissioner Justin Campbell

Commissioner Will Jones

Commissioner Rufus Borom

Mayor Roberta Correa

Also Present: Troy Bell, City Manager; Jane West, City Attorney; Sunni Krantz, City Clerk; Marcia Carty, Finance Director; Virginia Jones, HR Generalist; Joe Verrecchio, Public Works Operations Manager; Eddie Cutwright, Community Affairs Director; Chris Taylor, Fire Chief; Jason Shaw, Police Chief; Matt Newcomb, Assistant Police Chief; Yul McNair, Airport Manager; Allegra Kitchens, former City Commissioner; Tivon Adams, Annabelle Lamb and Keillan Ginnis, Interns; and Kierra Kaymore, Customer Service/Records Clerk; Rebecca Jones, Fire Administrative Assistant; Lorenzo Aghemo, Planning Director (via telecommunications technology)

2. PUBLIC COMMENTS

- a. **Public Comments** - (Speakers limited to three minutes - no action taken on items)

3. DISCUSSION

MINUTES
City Commission
Budget Workshop
June 20, 2024

a. Second Draft of Budget for FY 2024-2025

Ms. Carty presented the second draft of the budget. At the next budget workshop, to be held on July 12th, each department head plans to present its budget.

The salaries presented are more in-line with the Step in grade than at the previous budget workshop. As the budget process proceeds, Ms. Carty is getting more information daily from the Department Heads in order to create more firm budget numbers.

Discussion commenced with Mr. Bell regarding the initiatives of the Commission as expressed in one on one meetings with him:

Transportation for citizens - Mayor Correa spoke regarding Ride Solutions (a non-profit transportation company) being underfunded by the State government. Mr. Bell advised the Commission could fund existing organizations or create new transportation methods. Commissioner Campbell spoke in support of existing transportation solutions vs. new options. Commissioner Borom asked to look at services for the residents of the City only. Commissioner Jones indicated the City needs to know if there is enough demand for the service in Palatka and why the State government would not fully fund Ride Solutions. The consensus agreed transportation is important.

Water and Wastewater - Commissioner Jones asked for a budget line for North area improvements.

Affordable Housing - Commissioner Campbell spoke of the American Rescue Plan Act (ARPA) funding set aside for affordable housing/homelessness. Ms. West advised there is an exception for fiscally restrained counties for the legislation requiring local governments to have funding for homelessness.

City Hall and other facilities improvements - Ms. Carty advised there is \$300,00 currently set aside for the City Hall and \$50,000 for the Annex in the proposed budget. We have other maintenance lines for other buildings, such as the Bronson House. Discussion commenced regarding ADA compliance for the upstairs area of City Hall. Mayor Correa advised the Tilghman House and the Larimer need work, as well as the Bronson House, which we received some funding for. She spoke regarding looking at all city-owned buildings and creating a maintenance timetable.

Email subscription, upgrade city communication, and website updating - Mayor Correa advised website improvements are never-ending. She expressed we have to use every media method to communicate to residents. Commissioner Campbell and Mr. Bell spoke regarding looking into the communications systems the Emergency Operations Center and the County School District utilizes

Mental Health - Ms. Carty advised it this is currently a line-item in ARPA. Mr. Bell suggested the idea of incentive programs and to channel people to those who can provide services. Commissioner Campbell spoke regarding concern of a lack of mental health service providers. Discussion commenced regarding the transportation hub area by the Price Martin Center. Commissioner Campbell recommended bringing in the mental health programs we have in the community for the discussion. Commissioner Jones suggested reaching out to the International Clubhouse. Mayor Correa spoke of concern the City could not solely fund a Clubhouse. Commissioner Borom recommended reaching out to other cities. Commissioner Campbell recommended we stick to ARPA with this item for the upcoming year (2024-2025) and bring it back up next year's (2025-2026) budget. Mr. Bell advised it is increasingly seen that police departments have someone that works with homelessness.

Cultural parks, recreational programs, and events, Jenkins - Commissioner Campbell advised this center will need some funding.

MINUTES
City Commission
Budget Workshop
June 20, 2024

Dog parks - Mr. Bell advised it is not very costly to set up a dog park with dog baggie stations. Mayor Correa recommended starting with dog stations at some of the current parks, rather than creating a dog park.

Better Place to live - Mayor Correa and Commissioner Campbell advised a number of things work toward this goal.

Bike patrol - Mayor Correa recommenced this as a CRA discussion as a pilot program. Commissioner Jones spoke in support of it throughout the City.

Public safety - Commissioners Jones and Borom spoke regarding this being a community-wide effort.

Farmer's Market - Mayor Correa spoke in support of encouraging it, but not funding it completely ourselves.

Price Martin Hardening - Mr. Bell advised for this project there is ARPA funding and a grant Mr. Bell advised audio-visual equipment is not a part of the grant project. Commissioners Borom and Campbell expressed \$20,000 - \$30,000 is needed in the budget for the audio-visual equipment at Price Martin.

Commissioners' Project Fund - Commissioner Borom suggested setting aside funding for each Commissioner to do projects, such as pothole repair, parks, and things already approved. Commissioner Borom advised Putnam County, Green Cove Springs, and Daytona Beach have similar funding set aside.

Fiber optic, electric charging station, solar park - Mayor Correa spoke regarding the helpfulness of electric charging stations within the City. Mr. Bell spoke regarding the possibility that the City incentivize fiber optics. Ms. Carty advised ARPA funding could be utilized. Mayor Correa advised the consensus is that the Commission is on the fence about these topics. Mayor Correa asked if the existing Public Works area could be a solar farm after Public Works new facility is built?

Legislative Aide position - Mr. Bell suggested changing this position to a full-time role as Deputy Clerk. This position would provide more legislative engagement and address short falls and succession planning in the City Clerk's office. Commissioner Campbell advised a consensus of the Commission was in agreement.

Potable Water Celebration - Mr. Bell advised we have met the 20-mile mark for water line replacement and the celebration is pending the weather.

Historic City Conservation/Regeneration - Mayor Correa suggested this would be more CRA/CLG funded more than General Fund. She recommended a historic district in the Palatka Heights area.

Municipal Finance - Ms. Carty advised the City will continue to pursue grants.

Code Enforcement - Commission confirmed code enforcement is a priority.

Sidewalk and pavement management - Ms. Carty advised we have grants. Mr. Bell advised we will be differentiating repairs from sidewalk projects in the budget.

Neighborhood crime-related watch programs - Commissioner Campbell advised this falls under better place to live.

MINUTES
City Commission
Budget Workshop
June 20, 2024

Homelessness - discussed above.

Public Encampment - Commission indicated this is in regards to homelessness.

River Center - Mayor Correa advised we need a workshop to further discuss the proposed land swap. Commissioner Jones expressed we need input from the public somewhere neutral. Mayor Correa expressed the due diligence period would end August 15. Commissioner Borom asked for valuation of the appraisal and the revenue brought in from rentals. Commissioner Borom spoke of concern of the age of the building next door to City Hall that is the subject of the land swap with the River Center. Ms. West advised the appraisal is underway. Commissioner Campbell summarized the consensus: to hold a community input session, get an appraisal, and then hold an emergency meeting of the City Commission.

Set aside monies earned from liens - Commissioner Borom advised some ARPA funds are set aside for assisting with home renovation. Mr. Bell advised we are not specifically earmarking funding for the homes of the elderly from code enforcement liens. Ms. West advised the funds we recover from liens and claims of surplus tax proceed sales, go back to Code Enforcement and using a portion for abatement proceedings/demolition. Ms. West advised a portion also goes to Court costs. Commissioner Campbell recommended it continue in the manner it currently is and that next budget year, 2025-2026, to look at using the funding for the elderly after we have a grasp on how it currently is.

CRA facade grant - this would be a CRA program.

Increase Recreation programs - Commissioner Borom advised this is in the proposed budget already.

Place social security office at Price Martin or Jenkins - Mr. Bell indicated this is more of an action than a funding matter.

PT Volunteer Coordinator for Cultural Arts - Ms. Carty advised there is a decision unit for this position.

Workshop/Team Building - Commissioner Campbell recommended Team Building be at the top of the list as an ongoing event for the City and needs to be built into the morale of the employees and Commission/Staff.

Audio visual upgrade at Price Martin/Jenkins - discussed above.

Jacksonville Black Chamber of Commerce - Commissioner Borom indicated this is not a budget item

Insurance risk management - this is also not a budget item.

Increase events and programming at River Center - Mr. Cutwright advised there is not a specific line for River Center programming. Some things that occur at the River Center are funded by the Recreation or other budgets. Commissioner Campbell recommended creating a program budget.

Petty cabs in Central District - Mayor Correa advised this would be a private entity.

Electric charging stations - Mayor Correa advised this would be a private entity.

Pursue urban solar farm - Mayor Correa advised this would be a private entity.

Improve Recycling - Mayor Correa advised it is unfortunate the County is ending the contract for recycling.

Set up a theater - Mayor Correa advised the theater building is privately owned.

Establish Welcome to Palatka - Commissioner Jones and Mayor Correa advised this would be CRA funded.

Ribbon cutting - Mayor Correa advised Revitalize Historic Palatka does the ribbon cuttings of downtown businesses.

Prepare a brochure on how to set up a business - Mr. Bell advised this would be created by the Planning Department.

Hire Building Official - Mr. Bell advised this would be funded in the Planning Department. Mayor Correa suggested a Part Time or Contract position to start. She advised some citizens are having difficulty navigating between the County and the City. Mr. Bell advised if services are performed on a contract basis per permit, each would receive a portion of the permit fee.

Utilization of other buildings in the community for community outreach - Commissioner Borom indicated this would not impact the budget.

Regarding the revenue side of the budget, Ms. Carty presented the first draft of the revenue numbers (page 72 of the agenda packet). She advised when we get information from TRIM the numbers will become more finite.

4. ADJOURN

Motion to adjourn at 4:38 PM by Commissioner Campbell. Seconded by Commissioner Jones. The Motion passed unanimously.

CITY OF PALATKA

By: Its Mayor

Attest:

City Clerk

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PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING SHOULD

MINUTES
City Commission
Budget Workshop
June 20, 2024

CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACOMMODATIONS.

ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

TROY BELL, ICMA-CM,
MPA, MS-FINANCE
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA, CGFO,
MS-TAXATION
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

MEMORANDUM

Re: Due Diligence Punchlist “River Center Land Swap” Commercial Real Estate Contract between the City of Palatka and Blue Crab Development Group North, LLC

Date: April 23, 2024

Deadline: August 13, 2024

By: Jane West, Esq., City Attorney

Due diligence is a critical stage in a commercial real estate acquisition. This due diligence punch list identifies the issues that the City, as Buyer, is tasked with examining prior to the termination of the due diligence period as identified in the contract. The due diligence period may be extended. The purpose of a due diligence period is to determine whether the property is suitable for purchase in the Buyer’s sole and absolute discretion.

Within the due diligence time period, the City may opt to withdraw from the contract if the results of the due diligence prove unsatisfactory. After the due diligence period ends, the City will be contractually obligated to proceed with all contractual obligations (i.e. proceed with closing). All of the items below are discretionary, there is no obligation to perform any of these items, they are simply suggestions that the City may want to examine as part of its due diligence obligations.

Should the City determine that the property is not suitable for purchase, it must notify the Seller in writing prior to the expiration of the due diligence period. Failure to comply with the notice requirement will constitute acceptance of the property in its present “as is” condition. The Seller has contractually granted to the City and our agents, the right to enter the property at any time to conduct inspections.

- ☐ Appraisal of “River Center” property [PIN 42-10-27-6850-0020-0080; 42-10-27-6850-0020-0101];
- ☐ Appraisal of “Port Consolidated” property [PIN 42-10-27-6850-0030-0010; 42-10-27-6850-0030-0011; 42-10-27-6850-0030-0013];
- ☐ Current monitoring well results for the Port Consolidated property. If results are over one year old, consider requesting updated results;

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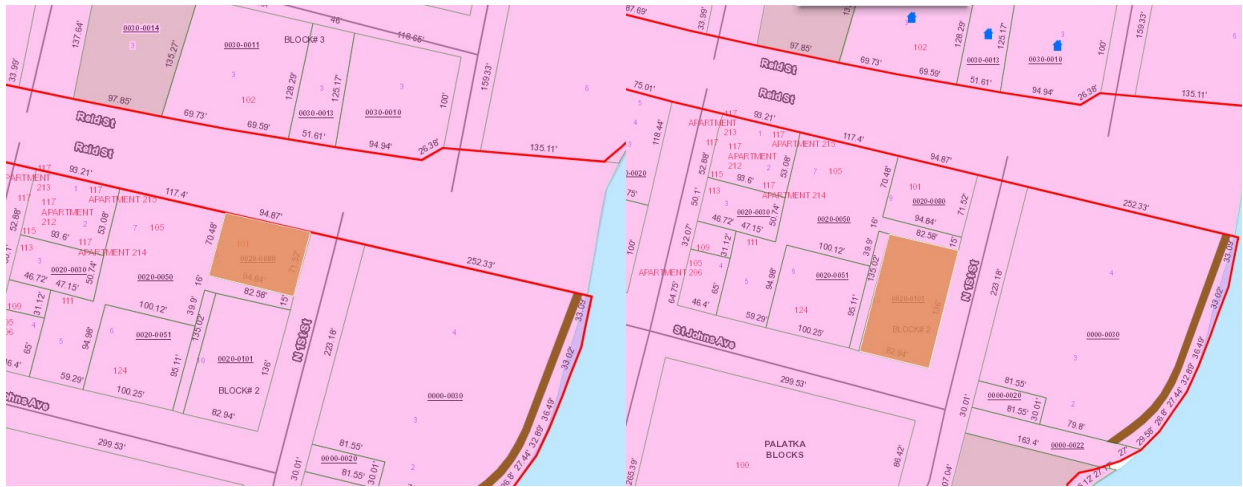
PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

- ☐ Petroleum Clean-up Participation Program (PCPP) status with FDEP;
- ☐ Ground water contamination inspection;
- ☐ ALTA survey and topographical study for the property;
- ☐ Inspection of existing structures;
- ☐ Determination of whether the property is in a FEMA designated flood zone;
- ☐ Existing zoning and zoning restrictions;
- ☐ A true and correct copy of the current lease agreement;
- ☐ Certification that there are no oral leases or oral understandings;
- ☐ Determine tenant's intentions – do they want to continue to lease the property? If so, for how long? What terms?
- ☐ Obtain a copy of the most recent title policy or title commitment;
- ☐ Blueprints for the existing structure;
- ☐ Legal description of the property;
- ☐ Lien search;
- ☐ A copy of the last three years' of property tax bills, including special assessments;
- ☐ A copy of any written service contracts related to the operation, maintenance and repair of the property;
- ☐ A list of all personal property, if any, owned by the seller or its tenants, located at the property that is used in connection with the operation and maintenance of the property;
- ☐ A list of all permits, partial certifications of occupancy, certificates of occupancy, warranties, government notices, special assessments, and code violations;
- ☐ A copy of existing insurance policies related to the property;
- ☐ A list of any pending claims against the property;
- ☐ A schedule of pending litigation, if any, affecting the property or Seller's ability to convey marketable title.

River Center property:



Port Consolidated Property:



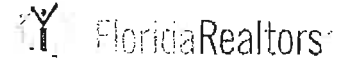
TABLE OF CONTENTS

(Rev. 06.17.24)

- A. To be Provided – Appraisal River Center
 - a. Site visit from CBRE has occurred at both locations and appraisal is due back before July 1, 2024.
- B. To be Provided - Appraisal Port Consolidated
 - a. Site visit from CBRE has occurred at both locations and appraisal is due back before July 1, 2024.
- C. Port Consolidated Property Current Monitoring Well Results
 - a. Montrose providing continuous update on all monitoring activities and removal permit has been closed.
- D. Petroleum Clean-Up Participation Program Status with FDEP
 - a. Montrose providing continuous update on all monitoring activities and removal permit has been closed.
- E. Ground Water Contamination Inspection
 - a. Montrose providing continuous update on all monitoring activities and most recent data is included in the full notebook.
- F. ALTA Survey and Topographical Study for Port Consolidated Property
 - a. Survey complete and in-house.
- G. Inspection of Existing Structures
 - a. Inspections of both structures are complete. Full reports are included in full notebook.
- H. Port Consolidated FEMA Designated Flood Zone; River Center FEMA Designated Flood Zone
 - a. No issues with either property. FEMA information included in full notebook.
- I. Port Consolidated Existing Zoning and Zoning Restrictions; River Center Existing Zoning and Zoning Restrictions
 - a. Current tenancies are appropriately categorized in FLUM and existing zoning.
- J. Port Consolidated Current Lease Agreements
 - a. Most recent lease agreements are included in the full notebook.

- K. Blue Crab Development Group North, LLC Affidavit of No Oral Leases or Oral Understandings
 - a. Complete
- L. To be Provided – Tenant’s Intentions
 - a. To be provided by tenant
- M. America Land Title Association Owner’s Policy of Title Insurance
 - a. Included, no issues.
- N. To be Provided – Blueprints for existing structure
 - a. Included, no issues.
 - b. Potential future use as commission meeting room is included as well.
- O. To be Provided – Legal Description of Property
 - a. Complete and included in full notebook.
- P. Municipal Lien Search
 - a. Complete and included in full notebook.
- Q. 2022, 2023, & 2024 Port Consolidated Property Taxes; 2022, 2023, & 2024 River Center Property Taxes
 - a. Complete and included in full notebook.
- R. Assignment and Assumption Agreement between Consolidated Properties of Reid Street, LLC, and Blue Crab Development Group North, LLC
 - a. Complete and included in full notebook.
- S. To be Provided – List of Personal Property
 - a. Being compiled by current tenant and landlord.
- T. Bond Application
 - a. Complete, active and included in full notebook.
- U. ACORD – Certificate of Garage Insurance; IFG Companies – Commercial General Liability Policy
 - a. Complete and included in full notebook.
- V. To be Provided – List of pending claims
 - a. None
- W. To be Provided – Schedule of pending litigation, if any
 - a. None
- X. Continuing Collaborations with City at Center
 - a. List from community and cultural affairs manager compiled
- Y. Historical River Center Gross Revenue Before Expenses
 - a. Spreadsheet included with finance department comments

Commercial Contract



1. PARTIES AND PROPERTY: City of Palatka, Florida, a Municipal Subdivision of the State of FL ("Buyer")

agrees to buy and Blue Crab Development Group North, LLC ("Seller")

agrees to sell the property at:

Street Address: 100 and 102 Reid Street, Palatka, FL 32177

Legal Description: 42-10-27-6850-0030-0011, 42-10-27-6850-0030-0013, 42-10-27-6850-0030-0010

and the following Personal Property: None.

(all collectively referred to as the "Property") on the terms and conditions set forth below.

2. PURCHASE PRICE:

\$ See Exhibit A

(a) Deposit held in escrow by: Palatka Abstract \$ 5,000.00
("Escrow Agent") (checks are subject to actual and final collection)

Escrow Agent's address: 113 N 4th Street Phone: 386-325-4029

(b) Additional deposit to be made to Escrow Agent

☐ within ___ days (3 days, if left blank) after completion of Due Diligence Period or

☒ within 7 days after Effective Date \$

(c) Additional deposit to be made to Escrow Agent

☐ within ___ days (3 days, if left blank) after completion of Due Diligence Period or

☐ within ___ days after Effective Date \$

(d) Total financing (see Paragraph 5) \$

(e) Other \$

(f) All deposits will be credited to the purchase price at closing.

Balance to close, subject to adjustments and prorations, to be paid via wire transfer.

For the purposes of this paragraph, "completion" means the end of the Due Diligence Period or upon delivery of Buyer's written notice of acceptability.

3. TIME FOR ACCEPTANCE; EFFECTIVE DATE; COMPUTATION OF TIME: Unless this offer is signed by Seller and Buyer and an executed copy delivered to all parties on or before March 29, 2024, this offer will be withdrawn and the Buyer's deposit, if any, will be returned. The time for acceptance of any counter offer will be 3 days from the date the counter offer is delivered. The "Effective Date" of this Contract is the date on which the last one of the Seller and Buyer has signed or initialed and delivered this offer or the final counter offer or _____. Calendar days will be used when computing time periods, except time periods of 5 days or less. Time periods of 5 days or less will be computed without including Saturday, Sunday, or national legal holidays. Any time period ending on a Saturday, Sunday, or national legal holiday will extend until 5:00 p.m. of the next business day. Time is of the essence in this Contract.

4. CLOSING DATE AND LOCATION:

(a) Closing Date: This transaction will be closed on February 28, 2025 (Closing Date), unless specifically extended by other provisions of this Contract. The Closing Date will prevail over all other time periods including, but not limited to, Financing and Due Diligence periods. In the event insurance underwriting is suspended

Buyer (FB) and Seller (BD) acknowledge receipt of a copy of this page, which is Page 1 of 8 Pages.

on Closing Date and **Buyer** is unable to obtain property insurance, **Buyer** may postpone closing up to 5 days after the insurance underwriting suspension is lifted.

(b) **Location:** Closing will take place in Putnam County, Florida. (If left blank, closing will take place in the county where the property is located.) Closing may be conducted by mail or electronic means.

5. THIRD PARTY FINANCING:

BUYER'S OBLIGATION: On or before N/A days (5 days if left blank) after Effective Date, **Buyer** will apply for third party financing in an amount not to exceed N/A% of the purchase price or \$_____, with a fixed interest rate not to exceed N/A% per year with an initial variable interest rate not to exceed N/A%, with points or commitment or loan fees not to exceed N/A% of the principal amount, for a term of N/A years, and amortized over N/A years, with additional terms as follows:

N/A

Buyer will timely provide any and all credit, employment, financial and other information reasonably required by any lender. **Buyer** will use good faith and reasonable diligence to (i) obtain Loan Approval within ____ days (45 days if left blank) from Effective Date (Loan Approval Date), (ii) satisfy terms and conditions of the Loan Approval, and (iii) close the loan. **Buyer** will keep **Seller** and Broker fully informed about loan application status and authorizes the mortgage broker and lender to disclose all such information to **Seller** and Broker. **Buyer** will notify **Seller** immediately upon obtaining financing or being rejected by a lender. **CANCELLATION:** If **Buyer**, after using good faith and reasonable diligence, fails to obtain Loan Approval by Loan Approval Date, **Buyer** may within ____ days (3 days if left blank) deliver written notice to **Seller** stating **Buyer** either waives this financing contingency or cancels this Contract. If **Buyer** does neither, then **Seller** may cancel this Contract by delivering written notice to **Buyer** at any time thereafter. Unless this financing contingency has been waived, this Contract shall remain subject to the satisfaction, by closing, of those conditions of Loan Approval related to the Property. **DEPOSIT(S) (for purposes of Paragraph 5 only):** If **Buyer** has used good faith and reasonable diligence but does not obtain Loan Approval by Loan Approval Date and thereafter either party elects to cancel this Contract as set forth above or the lender fails or refuses to close on or before the Closing Date without fault on **Buyer's** part, the Deposit(s) shall be returned to **Buyer**, whereupon both parties will be released from all further obligations under this Contract, except for obligations stated herein as surviving the termination of this Contract. If neither party elects to terminate this Contract as set forth above or **Buyer** fails to use good faith or reasonable diligence as set forth above, **Seller** will be entitled to retain the Deposit(s) if the transaction does not close. For purposes of this Contract, "Loan Approval" means a statement by the lender setting forth the terms and conditions upon which the lender is willing to make a particular mortgage loan to a particular buyer. Neither a pre-approval letter nor a prequalification letter shall be deemed a Loan Approval for purposes of this Contract.

6. TITLE: **Seller** has the legal capacity to and will convey marketable title to the Property by ☒ statutory warranty deed ☐ special warranty deed ☐ other _____, free of liens, easements and encumbrances of record or known to **Seller**, but subject to property taxes for the year of closing; covenants, restrictions and public utility easements of record; existing zoning and governmental regulations; and (list any other matters to which title will be subject) _____

provided there exists at closing no violation of the foregoing and none of them prevents **Buyer's** intended use of the Property as _____

(a) **Evidence of Title:** The party who pays the premium for the title insurance policy will select the closing agent and pay for the title search and closing services. **Seller** will, at (check one) ☐ **Seller's** ☒ **Buyer's** expense and within ____ days after Effective Date or at least ____ days before Closing Date deliver to **Buyer** (check one) ☒ (i) a title insurance commitment by a Florida licensed title insurer setting forth those matters to be discharged by **Seller** at or before Closing and, upon **Buyer** recording the deed, an owner's policy in the amount of the purchase price for fee simple title subject only to exceptions stated above. If **Buyer** is paying for the evidence of title and **Seller** has an owner's policy, **Seller** will deliver a copy to **Buyer** within 15 days after Effective Date. ☐ (ii.) an abstract of title, prepared or brought current by an existing abstract firm or certified as correct by an existing firm. However, if such an abstract is not available to **Seller**, then a prior owner's title policy acceptable to the proposed insurer as a base for reissuance of coverage may be used. The prior policy will include copies of all policy exceptions and an update in a format acceptable to **Buyer** from the policy effective date and certified to **Buyer** or

Buyer  (_____) and Seller  (_____) acknowledge receipt of a copy of this page, which is Page 2 of 8 Pages.

Buyer's closing agent together with copies of all documents recited in the prior policy and in the update. If such an abstract or prior policy is not available to Seller then (i.) above will be the evidence of title.

(b) **Title Examination:** Buyer will, within 15 days from receipt of the evidence of title deliver written notice to Seller of title defects. Title will be deemed acceptable to Buyer if (1) Buyer fails to deliver proper notice of defects or (2) Buyer delivers proper written notice and Seller cures the defects within _____ days from receipt of the notice ("Curative Period"). Seller shall use good faith efforts to cure the defects. If the defects are cured within the Curative Period, closing will occur on the latter of 10 days after receipt by Buyer of notice of such curing or the scheduled Closing Date. Seller may elect not to cure defects if Seller reasonably believes any defect cannot be cured within the Curative Period. If the defects are not cured within the Curative Period, Buyer will have 10 days from receipt of notice of Seller's inability to cure the defects to elect whether to terminate this Contract or accept title subject to existing defects and close the transaction without reduction in purchase price.

(c) **Survey:** (check applicable provisions below)

☐ Seller will, within _____ days from Effective Date, deliver to Buyer copies of prior surveys, plans, specifications, and engineering documents, if any, and the following documents relevant to this transaction:

prepared for Seller or in Seller's possession, which show all currently existing structures. In the event this transaction does not close, all documents provided by Seller will be returned to Seller within 10 days from the date this Contract is terminated.

☒ Buyer will, at ☐ Seller's ☒ Buyer's expense and within the time period allowed to deliver and examine title evidence, obtain a current certified survey of the Property from a registered surveyor. If the survey reveals encroachments on the Property or that the improvements encroach on the lands of another, ☒ Buyer will accept the Property with existing encroachments ☐ such encroachments will constitute a title defect to be cured within the Curative Period.

(d) **Ingress and Egress:** Seller warrants that the Property presently has ingress and egress.

7. PROPERTY CONDITION: Seller will deliver the Property to Buyer at the time agreed in its present "as is" condition, ordinary wear and tear excepted, and will maintain the landscaping and grounds in a comparable condition. Seller makes no warranties other than marketability of title. In the event that the condition of the Property has materially changed since the expiration of the Due Diligence Period, Buyer may elect to terminate the Contract and receive a refund of any and all deposits paid, plus interest, if applicable, or require Seller to return the Property to the required condition existing as of the end of Due Diligence period, the cost of which is not to exceed \$1.00 (1.5% of the purchase price, if left blank). By accepting the Property "as is", Buyer waives all claims against Seller for any defects in the Property. (Check (a) or (b))

☐ (a) **As Is:** Buyer has inspected the Property or waives any right to inspect and accepts the Property in its "as is" condition.

☒ (b) **Due Diligence Period:** Buyer will, at Buyer's expense and within 120 days from Effective Date ("Due Diligence Period"), determine whether the Property is suitable, in Buyer's sole and absolute discretion. During the term of this Contract, Buyer may conduct any tests, analyses, surveys and investigations ("Inspections") which Buyer deems necessary to determine to Buyer's satisfaction the Property's engineering, architectural, environmental properties; zoning and zoning restrictions; flood zone designation and restrictions; subdivision regulations; soil and grade; availability of access to public roads, water, and other utilities; consistency with local, state and regional growth management and comprehensive land use plans; availability of permits, government approvals and licenses; compliance with American with Disabilities Act; absence of asbestos, soil and ground water contamination; and other inspections that Buyer deems appropriate. Buyer will deliver written notice to Seller prior to the expiration of the Due Diligence Period of Buyer's determination of whether or not the Property is acceptable. Buyer's failure to comply with this notice requirement will constitute acceptance of the Property in its present "as is" condition. Seller grants to Buyer, its agents, contractors and assigns, the right to enter the Property at any time during the term of this Contract for the purpose of conducting Inspections, upon reasonable notice, at a mutually agreed upon time; provided, however, that Buyer, its agents, contractors and assigns enter the Property and conduct Inspections at their own risk. Buyer will indemnify and hold Seller harmless from losses, damages, costs, claims and expenses of any nature, including attorneys' fees at all levels, and from liability to any person, arising from the conduct of any and all inspections or any work authorized by Buyer. Buyer will not engage in any activity that could result in a mechanic's lien being filed against the Property without Seller's prior written consent. In the event this transaction does not close, (1) Buyer will repair all damages to the

Buyer (_____) and Seller (_____) acknowledge receipt of a copy of this page, which is Page 3 of 8 Pages.

Property resulting from the Inspections and return the Property to the condition it was in prior to conduct of the Inspections, and (2) **Buyer** will, at **Buyer's** expense release to **Seller** all reports and other work generated as a result of the Inspections. Should **Buyer** deliver timely notice that the Property is not acceptable, **Seller** agrees that **Buyer's** deposit will be immediately returned to **Buyer** and the Contract terminated.

(c) **Walk-through Inspection:** **Buyer** may, on the day prior to closing or any other time mutually agreeable to the parties, conduct a final "walk-through" inspection of the Property to determine compliance with this paragraph and to ensure that all Property is on the premises.

8. OPERATION OF PROPERTY DURING CONTRACT PERIOD: **Seller** will continue to operate the Property and any business conducted on the Property in the manner operated prior to Contract and will take no action that would adversely impact the Property after closing, as to tenants, lenders or business, if any. Any changes, such as renting vacant space, that materially affect the Property or **Buyer's** intended use of the Property will be permitted ☐ only with **Buyer's** consent ☒ without **Buyer's** consent.

9. CLOSING PROCEDURE: Unless otherwise agreed or stated herein, closing procedure shall be in accordance with the norms where the Property is located.

(a) **Possession and Occupancy:** **Seller** will deliver possession and occupancy of the Property to **Buyer** at closing. **Seller** will provide keys, remote controls, and any security/access codes necessary to operate all locks, mailboxes, and security systems.

(b) **Costs:** **Buyer** will pay **Buyer's** attorneys' fees, taxes and recording fees on notes, mortgages and financing statements and recording fees for the deed. **Seller** will pay **Seller's** attorneys' fees, taxes on the deed and recording fees for documents needed to cure title defects. If **Seller** is obligated to discharge any encumbrance at or prior to closing and fails to do so, **Buyer** may use purchase proceeds to satisfy the encumbrances.

(c) **Documents:** **Seller** will provide the deed; bill of sale; mechanic's lien affidavit; originals of those assignable service and maintenance contracts that will be assumed by **Buyer** after the Closing Date and letters to each service contractor from **Seller** advising each of them of the sale of the Property and, if applicable, the transfer of its contract, and any assignable warranties or guarantees received or held by **Seller** from any manufacturer, contractor, subcontractor, or material supplier in connection with the Property; current copies of the condominium documents, if applicable; assignments of leases, updated rent roll; tenant and lender estoppels letters (if applicable); tenant subordination, non-disturbance and attornment agreements (SNDAs) required by the **Buyer** or **Buyer's** lender; assignments of permits and licenses; corrective instruments; and letters notifying tenants of the change in ownership/rental agent. If any tenant refuses to execute an estoppel letter, **Seller**, if requested by the **Buyer** in writing, will certify that information regarding the tenant's lease is correct. If **Seller** is an entity, **Seller** will deliver a resolution of its governing authority authorizing the sale and delivery of the deed and certification by the appropriate party certifying the resolution and setting forth facts showing the conveyance conforms to the requirements of local law. **Seller** will transfer security deposits to **Buyer**. **Buyer** will provide the closing statement, mortgages and notes, security agreements, and financing statements.

(d) **Taxes and Prorations:** Real estate taxes, personal property taxes on any tangible personal property, bond payments assumed by **Buyer**, interest, rents (based on actual collected rents), association dues, insurance premiums acceptable to **Buyer**, and operating expenses will be prorated through the day before closing. If the amount of taxes for the current year cannot be ascertained, rates for the previous year will be used with due allowance being made for improvements and exemptions. Any tax proration based on an estimate will, at request of either party, be readjusted upon receipt of current year's tax bill; this provision will survive closing.

(e) **Special Assessment Liens:** Certified, confirmed, and ratified special assessment liens as of the Closing Date will be paid by **Seller**. If a certified, confirmed, and ratified special assessment is payable in installments, **Seller** will pay all installments due and payable on or before the Closing Date, with any installment for any period extending beyond the Closing Date prorated, and **Buyer** will assume all installments that become due and payable after the Closing Date. **Buyer** will be responsible for all assessments of any kind which become due and owing after Closing Date, unless an improvement is substantially completed as of Closing Date. If an improvement is substantially completed as of the Closing Date but has not resulted in a lien before closing, **Seller** will pay the amount of the last estimate of the assessment. This subsection applies to special assessment liens imposed by a public body and does not apply to condominium association special assessments.

(f) **Foreign Investment in Real Property Tax Act (FIRPTA):** If **Seller** is a "foreign person" as defined by FIRPTA, **Seller** and **Buyer** agree to comply with Section 1445 of the Internal Revenue Code. **Seller** and **Buyer** will complete, execute, and deliver as directed any instrument, affidavit, or statement reasonably necessary to comply

Buyer  () and Seller  () acknowledge receipt of a copy of this page, which is Page 4 of 8 Pages.

with the FIRPTA requirements, including delivery of their respective federal taxpayer identification numbers or Social Security Numbers to the closing agent. If **Buyer** does not pay sufficient cash at closing to meet the withholding requirement, **Seller** will deliver to **Buyer** at closing the additional cash necessary to satisfy the requirement.

10. ESCROW AGENT: **Seller** and **Buyer** authorize Escrow Agent or Closing Agent (collectively "Agent") to receive, deposit, and hold funds and other property in escrow and, subject to collection, disburse them in accordance with the terms of this Contract. The parties agree that Agent will not be liable to any person for misdelivery of escrowed items to **Seller** or **Buyer**, unless the misdelivery is due to Agent's willful breach of this Contract or gross negligence. If Agent has doubt as to Agent's duties or obligations under this Contract, Agent may, at Agent's option, (a) hold the escrowed items until the parties mutually agree to its disbursement or until a court of competent jurisdiction or arbitrator determines the rights of the parties or (b) deposit the escrowed items with the clerk of the court having jurisdiction over the matter and file an action in interpleader. Upon notifying the parties of such action, Agent will be released from all liability except for the duty to account for items previously delivered out of escrow. If Agent is a licensed real estate broker, Agent will comply with Chapter 475, Florida Statutes. In any suit in which Agent interpleads the escrowed items or is made a party because of acting as Agent hereunder, Agent will recover reasonable attorney's fees and costs incurred, with these amounts to be paid from and out of the escrowed items and charged and awarded as court costs in favor of the prevailing party.

11. CURE PERIOD: Prior to any claim for default being made, a party will have an opportunity to cure any alleged default. If a party fails to comply with any provision of this Contract, the other party will deliver written notice to the non-complying party specifying the non-compliance. The non-complying party will have _____ days (5 days if left blank) after delivery of such notice to cure the non-compliance. Notice and cure shall not apply to failure to close.

12. FORCE MAJEURE: **Buyer** or **Seller** shall not be required to perform any obligation under this Contract or be liable to each other for damages so long as performance or non-performance of the obligation, or the availability of services, insurance, or required approvals essential to Closing, is disrupted, delayed, caused or prevented by Force Majeure. "Force Majeure" means: hurricanes, floods, extreme weather, earthquakes, fire, or other acts of God, unusual transportation delays, or wars, insurrections, or acts of terrorism, which, by exercise of reasonable diligent effort, the non-performing party is unable in whole or in part to prevent or overcome. All time periods, including Closing Date, will be extended a reasonable time up to 7 days after the Force Majeure no longer prevents performance under this Contract, provided, however, if such Force Majeure continues to prevent performance under this Contract more than 30 days beyond Closing Date, then either party may terminate this Contract by delivering written notice to the other and the Deposit shall be refunded to **Buyer**, thereby releasing **Buyer** and **Seller** from all further obligations under this Contract.

13. RETURN OF DEPOSIT: Unless otherwise specified in the Contract, in the event any condition of this Contract is not met and **Buyer** has timely given any required notice regarding the condition having not been met, **Buyer's** deposit will be returned in accordance with applicable Florida Laws and regulations.

14. DEFAULT:

(a) In the event the sale is not closed due to any default or failure on the part of **Seller** other than failure to make the title marketable after diligent effort, **Buyer** may elect to receive return of **Buyer's** deposit without thereby waiving any action for damages resulting from **Seller's** breach and may seek to recover such damages or seek specific performance. If **Buyer** elects a deposit refund, **Seller** may be liable to Broker for the full amount of the brokerage fee.

(b) In the event the sale is not closed due to any default or failure on the part of **Buyer**, **Seller** may either (1) retain all deposit(s) paid or agreed to be paid by **Buyer** as agreed upon liquidated damages, consideration for the execution of this Contract, and in full settlement of any claims, upon which this Contract will terminate or (2) seek specific performance. If **Buyer** fails to timely place a deposit as required by this Contract, **Seller** may either (1) terminate the Contract and seek the remedy outlined in this subparagraph or (2) proceed with the Contract without waiving any remedy for **Buyer's** default.

15. ATTORNEY'S FEES AND COSTS: In any claim or controversy arising out of or relating to this Contract, the prevailing party, which for purposes of this provision will include **Buyer**, **Seller** and Broker, will be awarded reasonable attorneys' fees, costs, and expenses.

16. NOTICES: All notices will be in writing and may be delivered by mail, overnight courier, personal delivery, or electronic means. Parties agree to send all notices to addresses specified on the signature page(s). Any notice, document, or item given by or delivered to an attorney or real estate licensee (including a transaction broker) representing a party will be as effective as if given by or delivered to that party.

Buyer () and **Seller** () acknowledge receipt of a copy of this page, which is Page 5 of 8 Pages.

251 **17. DISCLOSURES:**

252 (a) **Commercial Real Estate Sales Commission Lien Act:** The Florida Commercial Real Estate Sales
253 Commission Lien Act provides that a broker has a lien upon the owner's net proceeds from the sale of
254 commercial real estate for any commission earned by the broker under a brokerage agreement. The lien upon the
255 owner's net proceeds is a lien upon personal property which attaches to the owner's net proceeds and does not
256 attach to any interest in real property. This lien right cannot be waived before the commission is earned.

257 (b) **Special Assessment Liens Imposed by Public Body:** The Property may be subject to unpaid special
258 assessment lien(s) imposed by a public body. (A public body includes a Community Development District.) Such
259 liens, if any, shall be paid as set forth in Paragraph 9(e).

260 (c) **Radon Gas:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in
261 sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that
262 exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon
263 and radon testing may be obtained from your county public health unit.

264 (d) **Energy-Efficiency Rating Information:** Buyer acknowledges receipt of the information brochure required by
265 Section 553.996, Florida Statutes.

266 **18. RISK OF LOSS:**

267 (a) If, after the Effective Date and before closing, the Property is damaged by fire or other casualty, Seller will
268 bear the risk of loss and Buyer may cancel this Contract without liability and the deposit(s) will be returned to
269 Buyer. Alternatively, Buyer will have the option of purchasing the Property at the agreed upon purchase price and
270 Seller will credit the deductible, if any and transfer to Buyer at closing any insurance proceeds, or Seller's claim
271 to any insurance proceeds payable for the damage. Seller will cooperate with and assist Buyer in collecting any
272 such proceeds. Seller shall not settle any insurance claim for damage caused by casualty without the consent of
273 the Buyer.

274 (b) If, after the Effective Date and before closing, any part of the Property is taken in condemnation or under the
275 right of eminent domain, or proceedings for such taking will be pending or threatened, Buyer may cancel this
276 Contract without liability and the deposit(s) will be returned to Buyer. Alternatively, Buyer will have the option of
277 purchasing what is left of the Property at the agreed upon purchase price and Seller will transfer to the Buyer at
278 closing the proceeds of any award, or Seller's claim to any award payable for the taking. Seller will cooperate
279 with and assist Buyer in collecting any such award.

280 **19. ASSIGNABILITY; PERSONS BOUND:** This Contract may be assigned to a related entity, and otherwise ☒ is not
281 assignable ☐ is assignable. If this Contract may be assigned, Buyer shall deliver a copy of the assignment agreement
282 to the Seller at least 5 days prior to Closing. The terms "Buyer," "Seller" and "Broker" may be singular or plural. This
283 Contract is binding upon Buyer, Seller and their heirs, personal representatives, successors and assigns (if
284 assignment is permitted).

285 **20. MISCELLANEOUS:** The terms of this Contract constitute the entire agreement between Buyer and Seller.
286 Modifications of this Contract will not be binding unless in writing, signed and delivered by the party to be bound.
287 Signatures, initials, documents referenced in this Contract, counterparts and written modifications communicated
288 electronically or on paper will be acceptable for all purposes, including delivery, and will be binding. Handwritten or
289 typewritten terms inserted in or attached to this Contract prevail over preprinted terms. If any provision of this Contract
290 is or becomes invalid or unenforceable, all remaining provisions will continue to be fully effective. This Contract will be
291 construed under Florida law and will not be recorded in any public records.

292 **21. BROKERS:** Neither Seller nor Buyer has used the services of, or for any other reason owes compensation to, a
293 licensed real estate Broker other than:

294 (a) **Seller's Broker:** _____ N/A _____ N/A
295 (Company Name) (Licensee)

296 (Address, Telephone, Fax, E-mail)
297 who ☐ is a single agent ☐ is a transaction broker ☐ has no brokerage relationship and who will be compensated by
298 ☐ Seller ☐ Buyer ☐ both parties pursuant to ☐ a listing agreement ☐ other (specify) _____
299 _____

300 (b) **Buyer's Broker:** _____ N/A _____ N/A
301 (Company Name) (Licensee)

(Address, Telephone, Fax, E-mail)

Buyer  (_____) and Seller  (_____) acknowledge receipt of a copy of this page, which is Page 6 of 8 Pages.

who ☐ is a single agent ☐ is a transaction broker ☐ has no brokerage relationship and who will be compensated by
☐ Seller's Broker ☐ Seller ☐ Buyer ☐ both parties pursuant to ☐ an MLS offer of compensation ☐ other (specify)
N/A

(collectively referred to as "Broker") in connection with any act relating to the Property, including but not limited to inquiries, introductions, consultations, and negotiations resulting in this transaction. Seller and Buyer agree to indemnify and hold Broker harmless from and against losses, damages, costs and expenses of any kind, including reasonable attorneys' fees at all levels, and from liability to any person, arising from (1) compensation claimed which is inconsistent with the representation in this Paragraph, (2) enforcement action to collect a brokerage fee pursuant to Paragraph 10, (3) any duty accepted by Broker at the request of Seller or Buyer, which is beyond the scope of services regulated by Chapter 475, Florida Statutes, as amended, or (4) recommendations of or services provided and expenses incurred by any third party whom Broker refers, recommends, or retains for or on behalf of Seller or Buyer.

22. OPTIONAL CLAUSES: (Check if any of the following clauses are applicable and are attached as an addendum to this Contract):

- | | | |
|---|---|---|
| ☐ (A) Arbitration | ☐ (E) Seller Warranty | ☐ (I) Existing Mortgage |
| ☐ (B) Section 1031 Exchange | ☐ (F) Coastal Construction Control L | ☐ (J) Buyer's Attorney Approval |
| ☐ (C) Property Inspection and Repair | ☐ (G) Flood Area Hazard Zone | ☐ (K) Seller's Attorney Approval |
| ☐ (D) Seller Representations | ☐ (H) Seller Financing | ☐ Other _____ |

23. ADDITIONAL TERMS:

See Exhibit A

THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. IF NOT FULLY UNDERSTOOD, SEEK THE ADVICE OF AN ATTORNEY PRIOR TO SIGNING. BROKER ADVISES BUYER AND SELLER TO VERIFY ALL FACTS AND REPRESENTATIONS THAT ARE IMPORTANT TO THEM AND TO CONSULT AN APPROPRIATE PROFESSIONAL FOR LEGAL ADVICE (FOR EXAMPLE, INTERPRETING CONTRACTS, DETERMINING THE EFFECT OF LAWS ON THE PROPERTY AND TRANSACTION, STATUS OF TITLE, FOREIGN INVESTOR REPORTING REQUIREMENTS, ETC.) AND FOR TAX, PROPERTY CONDITION, ENVIRONMENTAL AND OTHER ADVICE. BUYER ACKNOWLEDGES THAT BROKER DOES NOT OCCUPY THE PROPERTY AND THAT ALL REPRESENTATIONS (ORAL, WRITTEN OR OTHERWISE) BY BROKER ARE BASED ON SELLER REPRESENTATIONS OR PUBLIC RECORDS UNLESS BROKER INDICATES PERSONAL VERIFICATION OF THE REPRESENTATION. BUYER AGREES TO RELY SOLELY ON SELLER, PROFESSIONAL INSPECTORS AND GOVERNMENTAL AGENCIES FOR VERIFICATION OF THE PROPERTY CONDITION, SQUARE FOOTAGE AND FACTS THAT MATERIALLY AFFECT PROPERTY VALUE.

Buyer  (_____) and Seller  (_____) acknowledge receipt of a copy of this page, which is Page 7 of 8 Pages.

Each person signing this Contract on behalf of a party that is a business entity represents and warrants to the other party that such signatory has full power and authority to enter into and perform this Contract in accordance with its terms and each person executing this Contract and other documents on behalf of such party has been duly authorized to do so.

ATTENTION: SELLER AND BUYER

CONVEYANCES TO FOREIGN BUYERS: Part III of Chapter 692, Sections 692.201 - 692.205, Florida Statutes, 2023 (the "Act"), in part, limits and regulates the sale, purchase and ownership of certain Florida properties by certain buyers who are associated with a "foreign country of concern", namely: the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic. **It is a crime to buy or knowingly sell property in violation of the Act.**

At time of purchase, Buyer must provide a signed Affidavit which complies with the requirements of the Act. Seller and Buyer are advised to seek legal counsel regarding their respective obligations and liabilities under the Act.

(Signature of Buyer) *OTC/COR*

Date: *4/12/24*

City Manager
(Typed or Printed Name of Buyer)

Tax ID No.:

Title: Telephone:

(Signature of Buyer)

Date:

(Typed or Printed Name of Buyer)

Tax ID No.:

Title: Telephone:

Buyer's Address for purpose of notice

Facsimile: Email:

(Signature of Seller) *OTC/COR*

Date: *4/15/24*

Managing Member Blue Crab Development Group North, LLC
(Typed or Printed Name of Seller)

Tax ID No.:

Title: Telephone:

(Signature of Seller)

Date:

(Typed or Printed Name of Seller)

Tax ID No.:

Title: Telephone:

Seller's Address for purpose of notice:

Facsimile: Email:

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Buyer *OTC/COR* () and Seller *OTC/COR* () acknowledge receipt of a copy of this page, which is Page 8 of 8 Pages.



March 12, 2024

Troy Bell
City Manager
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

Dear Mr. Bell -

For almost a decade, the St. Johns River Center – a partnership between the City of Palatka and Georgia-Pacific – has served as an educational resource for our community. As you know, the Memorandum of Agreement (MOA) between the City and GP that governs the construction and operation of the River Center is set to end in July 2025 (per the agreement, 10 years after the public opening). GP believes the River Center's educational benefit provided to our community has achieved the goals of our partnership and the intent of the MOA.

We understand that the City and other interested parties are exploring development options for the area surrounding and including the River Center. If the City chooses to move forward with exploring these options sooner than the MOA ends, GP would be supportive of working together to amend the MOA and end the agreement early.

Again, we appreciate the partnership we have with the City of Palatka and will await a follow-up from you to determine how to proceed.

Regards,

Chris Gent
Public Affairs Manager
Georgia-Pacific

EXHIBIT A

- Establishing Selling Price for Land Exchange- The purchase price in line 11 will be established as that amount which is the difference between the appraised fair market value of the "Port Consolidated Property" (42-10-27-6850-0030-0010; 42-10-27-6850-0030-0011; 42-10-27-6850-0030-0013) and the appraised fair market value of "The River Center" property (42-10-27-6850-0020-0080; 42-10-27-6850-0020-0101; 42-10-27-6850-0020-0100).
- The appraised values are to be determined by independent third-party appraiser(s), mutually agreed upon by the parties. The party conveying the property with the lower appraised value shall pay the difference in value to the party conveying the property with the higher appraised value.
- In no event shall the difference in appraisals result in either party paying more than \$999,999.00.
- All parcels and structures shall be conveyed "as-is."
- Seller acknowledges this offer must be approved by the Palatka City Commission in accordance with administrative procedures.
- Buyer may request a 90-day extension of the due diligence period in paragraph 7(b) of this contract by providing a written request for extension to the Seller at least 10 days prior to the end of the due diligence period. In the absence of written notice to the contrary, the Buyer will be deemed to have accepted the suitability of the property at the end of the due diligence period.



**APPOINT Commissioner Borom as the City's Voting Delegate at the Florida League of Cities
2024 Annual Conference**

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Florida League of Cities has requested that the City of Palatka appoint a voting delegate to the 2024 Annual Conference. Voting Delegates attend the annual business meeting following the conference. Election of League Leadership and adoption of resolutions are undertaken during this meeting.

BACKGROUND

History of Voting Delegates:

2023 - Mayor Correa (Borom Alternate)
2022 - Commissioner Jones (Mayor Hill Alternate)
2021 - Commissioner Campbell (Mayor Hill Alternate)
2020 - N/A
2019 – Commissioner McCaskill (Brown Alternate)
2018 – Mayor Hill (Brown Alternate)
2017 - Commissioner McCaskill (Campbell Alternate)
2016 - Commissioner Borom (Brown Alternate)
2015 - Commissioner Campbell (Brown Alternate)

PROJECT ANALYSIS

Commissioner Borom indicated he would be willing to serve as the voting delegate.

Staff Recommendation

APPOINT Commissioner Borom as voting delegate of the City to the Florida League of Cities annual conference 2024.

ATTACHMENTS

1.	2024 Voting Delegate Memo
----	---------------------------



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 10, 2024

Subject: 2024 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Diplomat Beach Resort in Hollywood, Florida, from August 15-17, 2024. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 17**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com.
Voting delegate forms must be received by the League no later than July 31, 2024.

Attachments: Form Designating Voting Delegate



2024 Annual Conference
Florida League of Cities, Inc.
August 15-17, 2024
Hollywood, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2024.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com

**ADOPT RESOLUTION 2024-R-137 Granting a Special Event to the Putnam County Fire and Rescue for the 9/11 Remembrance Ceremony on September 11, 2024
GRANTING PERMISSION TO EXCEED ALLOWABLE NOISE LEVELS, ROAD CLOSURE; AND
SETTING PERMIT AND OTHER FEES**

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Putnam County Fire and Rescue is requesting amplified sound for 9/11 Ceremony

BACKGROUND

A hour and a half presentation of colors and speeches from officials.

PROJECT ANALYSIS

The special event team is presenting this request to the commission for approval.

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	fire and rescue
2.	2024-r-137 SPECIAL EVENTS PERMIT TO PUTNAM COUNTY FIRE AND RESCUE FOR THE 9 11 REMEMBRANCE CEREMONY



Date Received: 3-22-24

Permit Classification: C

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Kenneth Rust

Address: 410 SSR 19

Palatka FL 32177

Email: Kenneth.Rust@Putnam-FL.gov

Phone: 384-334-0379

2. Secondary Contact:

Address:

Email:

Phone:

3. Event Sponsor/Organization: Putnam County Fire and Rescue

Attach a certificate of Tax Exemption if applicable.

4. Name of Event: 9/11 Remembrance Ceremony

5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):

about 1 1/2 hour presentation of colors and speeches from public officials

6. Event Location (911 Address): 102 N. First St. Palatka FL 32177

7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
first st from second st to RelD

from to

from to

from to

from to

from to

from to

from to

from to

8. Onsite representatives during the event:

Name: Kenneth Rust Cell Phone: 384 336 0379
Name: _____ Cell Phone: _____

9. Please fill in below for each day within the event.

Date(s) of Event: _____ Hours: _____ Amplified Sound: _____ Alcohol: _____ Attendance _____

Setup:

9/10/24 2:30 to 5:00 8:00 11:00 to _____ to _____

Event:

<u>9/11/24</u>	<u>8:00</u>	to	<u>11:00</u>	<u>8:00</u>	to	<u>11:00</u>	<u>1:00</u>	+
____	____	to	____	____	to	____	____	____
____	____	to	____	____	to	____	____	____
____	____	to	____	____	to	____	____	____
____	____	to	____	____	to	____	____	____
____	____	to	____	____	to	____	____	____
____	____	to	____	____	to	____	____	____
____	____	to	____	____	to	____	____	____

Breakdown:

9/11/24 12:00 to 2:00 _____ to _____

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

Past Events

11. Number and type of auxiliary vehicles/ equipment:

0 Watercraft 0 Aircraft 0 Utility Vehicles/Golf Carts _____ Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

none

Include date and time:

____ to ____ to ____

13. Will transport vehicles be utilized? If so, please describe.

none

14. Number of staff/ volunteer: 4 Uniform identification: _____

REQUIRED ATTACHMENTS

- ☐ Site Plan (see checklist)
 - Parking
 - Number and location of food vendors
 - Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
 - Street Closures/Barricades/Detours
 - Garbage Containers
 - Parade/Marching Route
 - Event Headquarters
 - Number and location of temporary signs/banners
 - Sound system(s) location
 - Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
 - Main emergency vehicle access to site
 - Location of security and emergency vehicle parking on site
 - Carnival location (if any)
 - Number/location of portable toilets
- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
- ☐ Nonprofit articles of incorporation, charter and mission statement
- ☐ Consent letter (event property): property owners on which special event location is held if not city owned
- ☐ Fire resistive rating certificates (tents, fabrics, etc.)
- ☐ Example of special event vendor permits provided
- ☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
 - List certificates required: _____
- ☐ Alcohol liability certificate of insurance- city as "additional insured"
- ☐ Alcohol license (copy)
- ☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

- ☐ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**
- ☐ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**
- ☒ **CLASS C:** \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

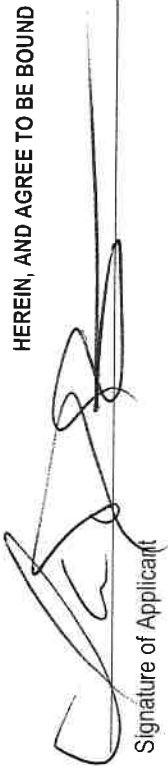
(d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(Ord. No. 10-34, (Exh. 1), 12-9-2010)

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

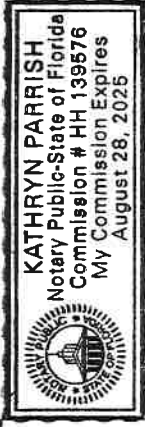

Signature of Applicant

3/22/24
Date

State of FLORIDA County of PUTNAM

The foregoing application is acknowledged before me this 22 day of March, 2024, by Kenneth Rust, who is personally known to me, or who has/have produced FLDL as identification. R230-504-74-331-1

NOTARY SEAL




Signature of Notary Public, State of FL

APPLICATION APPROVED

Special Events Coordinator _____

Date

Chief of Police _____

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFCI protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

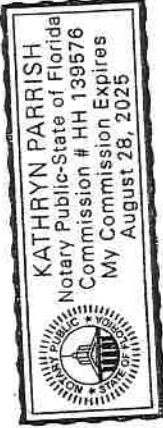
The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledges that the CITY has no duty to and will not provide supervision during the activity.

 Signature of Applicant	 Name of Facility being used
<u>Kenneth Rust</u>	<u>3-22-24</u>
Print Name of Applicant	Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 22 day of March, 2024, by Kenneth Rust, who is personally known to me, or who has/have produced FL DL as identification.

NOTARY SEAL




Signature of Notary Public, State of FL

RESOLUTION NO. 2024-R-137

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO PUTNAM
COUNTY FIRE AND RESCUE FOR THE 9/11
REMEMBRANCE CEREMONY; SETTING FORTH THE
PROVISIONS OF THE PERMIT; GRANTING PERMISSION
FOR AMPLIFIED SOUND; AND PROVIDING FOR
SCRIVENER'S ERRORS**

WHEREAS, Putnam County Fire and Rescue has made an application to the City of Palatka for a special event permit for 9/11 Remembrance Ceremony.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: A Special Events Permit for 9/11 Remembrance Ceremony is hereby granted to the Putnam County Fire and Rescue with the following provisions and stipulations:

- a.** A Class "C" Special Events Permit is hereby granted for the event to be held on 9/11/2024 during the hours provided in the application.
- b.** Amplified sound shall be allowed during the hours of the event stated in the application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 11th day of July 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

**ADOPT RESOLUTION 2024-R-131 granting a special event to the Putnam County Historical Society for the Occupation of Palatka on September 26 - 29, 2024
GRANTING PERMISSION TO EXCEED ALLOWABLE NOISE LEVELS; AND SETTING PERMIT AND OTHER FEES**

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Putnam County Historical Society is requesting to hold this three-day event 9/27/2024 - 9/29/2024

BACKGROUND

Civil War Living History event with period camp setup, re-enactors give presentations and demonstration.

PROJECT ANALYSIS

The special event team is presenting this request to the commission for approval.

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	2024-r-131
2.	Occupation of palatka

RESOLUTION NO. 2024-R-131

**A RESOLUTION OF THE CITY OF PALATKA, GRANTING
A SPECIAL EVENTS PERMIT TO PUTNAM COUNTY
HISTORICAL SOCIETY FOR THE OCCUPATION OF
PALATKA; SETTING FORTH THE PROVISIONS OF THE
PERMIT; GRANTING PERMISSION FOR NOISE
VARIANCE; AND PROVIDING FOR SCRIVENER'S
ERRORS**

WHEREAS, Putnam County Historical Society has made an application to the City of Palatka for a special event permit for Occupation of Palatka.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit for Occupation of Palatka is hereby granted to the Putnam County Historical Society with the following provisions and stipulations:

- a.** A Class "B" Special Events Permit is hereby granted for the event to be held on 9/27/24 through 9/29/24 during the hours provided in the application.
- b.** Permission is hereby granted to allow a noise variance for special effects during the operational hours of the event as noted on the Permit Application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 11th day of July 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

APPLICATION FOR SPECIAL EVENT

- Primary Contact: Robert Mattson
Address: 121 Palm Trail Email: yelp.mark@att.net
E. Palatka, FL 32131 Phone: 386-937-1235
- Secondary Contact: Nicole Grace
Address: 115 Red Fox Tr Email: nicolejanel@yahoo.com
Palatka, FL 32177 Phone: 904-309-3069
- Event Sponsor/Organization: Putnam County Historical Society
Attach a certificate of Tax Exemption if applicable.
- Name of Event: Occupation of Palatka
- Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
Civil War Living History event w/ period camps
set up, re-enactors give presentations and
demonstrations, and School Day Friday

- Event Location (911 Address): 100 Madison St. Palatka, FL 32177
- Road Closures: ex. St. Johns Avenue from First Street to Second Street
NONE from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____

8. Onsite representatives during the event:

Name: Rob Mattson Cell Phone: 386-937-1235
Name: Nicole Grace Cell Phone: 904-309-3069

9. Please fill in below for each day within the event.

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

9/26/24 12 PM to 8 PM

Event:

<u>9/27/24 9 AM to 3 PM</u>	: to :	<u>800</u>
<u>9/28/24 9 AM to 3 PM</u>	: to :	<u>200</u>
<u>9/29/24 9 AM to 2 PM</u>	: to :	<u>150</u>
<u>/ / : to :</u>	: to :	
<u>/ / : to :</u>	: to :	
<u>/ / : to :</u>	: to :	
<u>/ / : to :</u>	: to :	

Breakdown:

9/29/24 2 PM to 5 PM : to :

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

Historical attendance

11. Number and type of auxiliary vehicles/ equipment:

Watercraft Aircraft Utility Vehicles/Golf Carts Other: Horses

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

Discharge of black powder weapons - Cannon and mortars

Include date and time:

9/27/24 9 AM to 2 PM 9/28/24 120 discharge on 9/29/24

13. Will transport vehicles be utilized? If so, please describe.

NONE

14. Number of staff/ volunteer: 15-20 Uniform identification: Period attire

REQUIRED ATTACHMENTS

☒ Site Plan (see checklist)

Parking

Number and location of food vendors

Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands

Street Closures/Barricades/Detours

Garbage Containers

Parade/Marching Route

Event Headquarters

Number and location of temporary signs/banners

Sound system(s) location

Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.

Main emergency vehicle access to site

Location of security and emergency vehicle parking on site

Carnival location (if any)

Number/location of portable toilets

☒ Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ Example of special event vendor permits provided

☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)

List certificates required: Will obtain prior to event

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

☒ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☐ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

☐ **CLASS B:** \$100.00 per day (attendance: 101 - 1,000 per day) **Permit Filing Deadline: 60 days prior to event**

- ☐ **CLASS C:** \$50.00 per day (attendance: 1- 100 per day with limited impact on traffic and parking- events such as Weddings, Fishing tournaments with less than 40 boats, etc.) **Permit Filing Deadline: 30 days prior to event**

Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT **DOES NOT** INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required** to contact the City of Palatka Cultural Resources Department office at 386-326-2704 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

Sec. 50-222. Indemnification/insurance; liquor liability insurance.

- (a) Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification form which provides that the applicant(s) agrees to hold harmless and indemnify the city, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the city for:
 - (1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the city as an inducement to the granting of the permit.
 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".

- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.
- (d) Nothing in this section shall be construed to effect in any way the city's rights, privileges and immunities as set forth in F.S. § 768.28.

(Ord. No. 10-34, (Exh. 1), 12-9-2010)

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty, or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages, or cause of actions for any personal injury, loss of life, or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee, and/or any other persons.

CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED

HEREIN, AND AGREE TO BE BOUND BY SAME.

Robert A. Wall

Signature of Applicant

3/13/2024

Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 13th day of March, 2024, by Robert A. Mattson, who is personally known to me, or who has/have produced FLDL as identification.

NOTARY SEAL



Alycia Smith
Signature of Notary Public, State of FL

APPLICATION APPROVED

C. J.
Special Events Coordinator

6-26-24
Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. **Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.**
2. Temporary vendor tents and/or canopies of 200 square feet or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guide ropes, etc. will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap. **Protect from injuries by making sure there is some highly visible tape or protection cover over tent stakes.**
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70. **Make sure all cord connections are off the ground and protected by GFIC. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.**
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11. **Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.**
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. **Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.**

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). **Same as a regular inspection tag check.**
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. **In addition to the ABC, they must have a K class. No K, no frying.**
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. **Check fire retardant label on the tent and on the side curtains.**
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. **If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.**
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. **The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.**

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

Robert A. Mattson Bronson-Mulholland house

Signature of Applicant

Name of Facility being used

Robert A. Mattson 9/26 - 9/29/2024

Print Name of Applicant

Date of Use

State of Florida County of Putnam

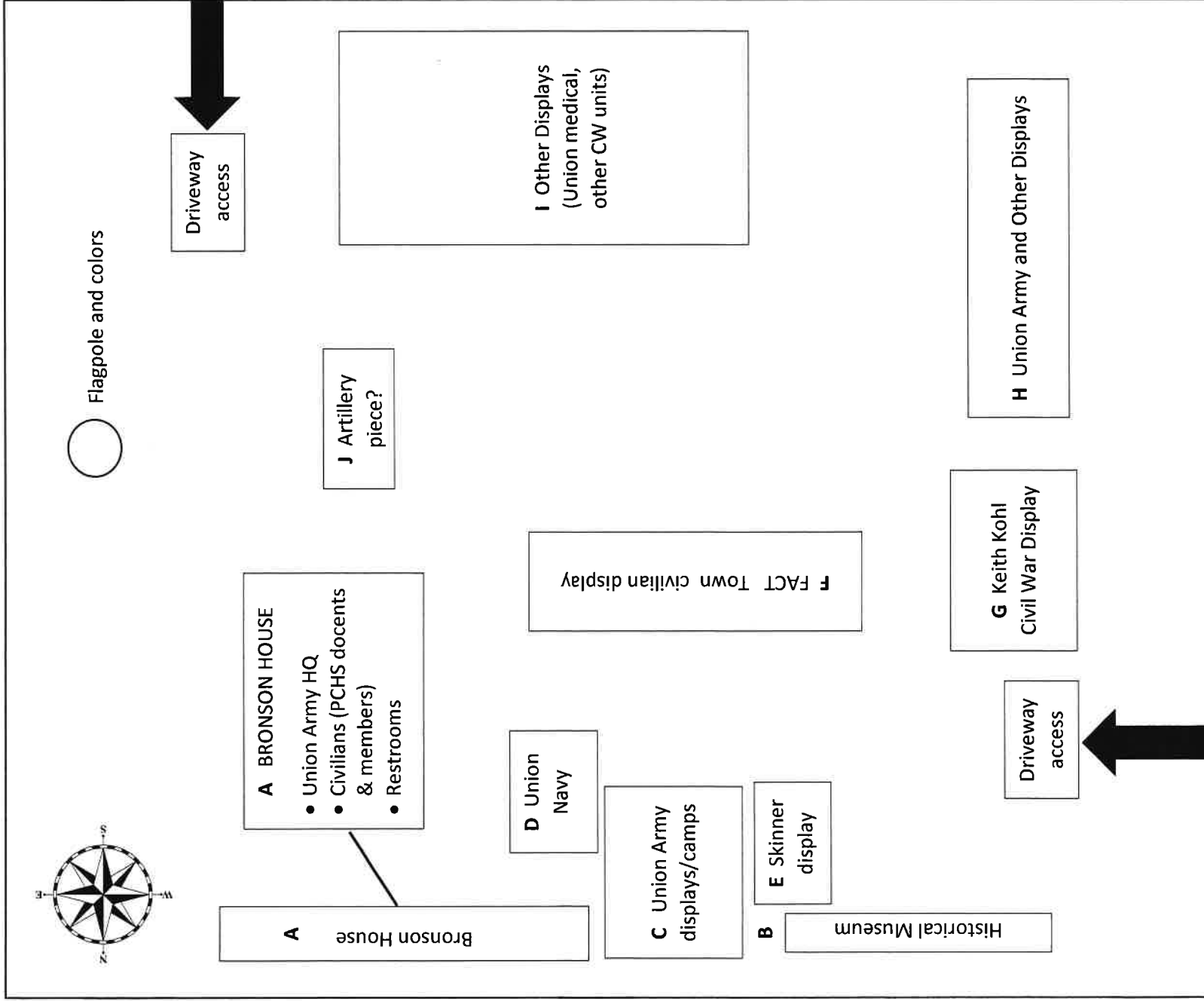
The foregoing application is acknowledged before me this 13th day of March, 20 24, by Robert A. Mattson, who is personally known to me, or who has/have produced FL DL as identification.

NOTARY SEAL



Alycia Smith
Signature of Notary Public, State of FL

1st Street



2nd Street

Across Madison St.
along 2nd Street

I St. Marks Church
(sanctuary open for
tours)

2024 OCCUPATION OF PALATKA EVENT SCHEDULE

Thursday, September 26, 2024

Some units arrive and set up

Friday, September 27, 2024

7:30 AM – Remaining units arrive and set up

8:30 AM – Open for School Day (buses arrive?)

8:30 AM-12 Noon – School Day

12 Noon-3 PM – Open to Public/other school groups

6:00 PM – Reception for re-enactors and volunteers

Saturday, September 28, 2024

9:00 AM – Camps open to public

9:15 AM – Colors

9:00 AM-3:00 PM – Camps open to public

Some units pack up and depart

Sunday, September 29, 2024

9:00 AM – Morning coffee/tea/pastries for re-enactors and volunteers

10:00 AM – Camps open to public

10:00 AM-2:00 PM – Camps open to public

2:00 PM – Event ends and remaining units pack up and depart



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

85-8012917206C-1	09/30/2023	09/30/2028	501(C)(3) ORGANIZATION
Certificate Number		Effective Date	Expiration Date
		Exemption Category	

This certifies that

PUTNAM COUNTY HISTORICAL SOCIETY INC
100 MADISON ST
PALATKA FL 32177-3529

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

ADOPT RESOLUTION 2024-R-130 granting a special event for Save the Datil Peppers on Oct. 26, 2024
GRANTING PERMISSION TO EXCEED ALLOWABLE NOISE LEVELS, ROAD CLOSURE, ALCOHOL; AND SETTING PERMIT AND OTHER FEES

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Revitalize Historic Palatka is requesting permission for amplified sound, alcohol, and road closures of St. Johns from Memorial Parkway to 3rd Street, S 2nd Street from St. Johns to Memorial Parkway, and South 2nd Street from St. Johns to Memorial Parkway for the "Save the Datil Peppers" event.

BACKGROUND

Music on the riverfront stage, food trucks, Datil Pepper contest and competitions, and beer tent

PROJECT ANALYSIS

The special event team is presenting this request to the commission for approval.

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	2024-r-130
2.	Save the Datil Peppers

RESOLUTION NO. 2024-R-130

**A RESOLUTION OF THE CITY OF PALATKA, GRANTING
A SPECIAL EVENTS PERMIT TO REVITALIZE HISTORIC
PALATKA FOR THE SAVE THE DATIL PEPPERS EVENT;
SETTING FORTH THE PROVISIONS OF THE PERMIT;
GRANTING PERMISSION FOR ROAD CLOSURES AND
ALCOHOL; AND PROVIDING FOR SCRIVENER'S
ERRORS**

WHEREAS, Revitalize Historic Palatka has made an application to the City of Palatka for a special event permit for Save the Datil.

WHEREAS, the City of Palatka's Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

Section 1: That Special Events Permit for Save the Datil Pepper is hereby granted to the Revitalize Historic Palatka with the following provisions and stipulations:

- a.** A Class "A" Special Events Permit is hereby granted for the event to be held on 10/26/2024 during the hours provided in the application;
- b.** Road closures are authorized of St. Johns from Memorial Parkway to 3rd Street, S 2nd Street from St. Johns to Memorial Parkway, and South 2nd Street from St. Johns to Memorial Parkway during the times provided in the application;
- c.** Permission is granted for a noise variance during the times provided in the application; and
- d.** Permission to serve alcohol is granted on the dates and times provided in the application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 11th day of July 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Date Received: 4-18-24

Permit Classification: A

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Kathy Griffin
Address: 110 S. 2nd St
Palatka, FL 32977
Email: King15@A.H.net
Phone: 904-571-0194
2. Secondary Contact: Tray Main
Address: 138 George Main Dr
Bonoma Park Fl
Email: Tray@minorconmayhem.com
Phone: 407-739-0593
3. Event Sponsor/Organization: Revitalize Historic Palatka, Inc
Attach a certificate of Tax Exemption if applicable.
4. Name of Event: Save the Datil Peppers
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
Music on the Riverfront Stage
Food Trucks
Datil Pepper contests & competitions
Beer Tent

6. Event Location (911 Address): St. Johns Ave
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
St. Johns Ave from Memorial Hwy
S. 2nd St. from St. Johns
Memorial Hwy from Hwy 17
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____
from _____ to _____

8. Onsite representatives during the event:

Name: Kathy Griffin
Name: Troy Main

Cell Phone: 904-571-0194
Cell Phone: 407-739-0593

9. Please fill in below for each day within the event.

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

10/26/24 6:00 to 11:00 AM 11:00 to 9:00 PM 11:00 to 8:00 PM

Event:

10/26/24 9:00 to 9:00 PM 11:00 to 9:00 PM 11:00 to 8:00 PM
//_ _ to _ to _ to _ to _
//_ _ to _ to _ to _ to _
//_ _ to _ to _ to _ to _
//_ _ to _ to _ to _ to _
//_ _ to _ to _ to _ to _
//_ _ to _ to _ to _ to _

Breakdown:

10/26/24 6:00 to 8:00 PM 9:00 to 10:00 PM 8:00 to 9:00 PM

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

1,000 - 5000

11. Number and type of auxiliary vehicles/ equipment:

Watercraft Aircraft 3 Utility Vehicles/Golf Carts Other:

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

N/A

Include date and time:

//_ _ to _ to _

13. Will transport vehicles be utilized? If so, please describe.

N/A

14. Number of staff/ volunteer: 15 Uniform identification: Tee Shirts

REQUIRED ATTACHMENTS

☒ Site Plan (see checklist)

Attached

Parking

Number and location of food vendors

Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands

Street Closures/Barricades/Detours

Garbage Containers

Parade/Marching Route

Event Headquarters

Number and location of temporary signs/banners

Sound system(s) location

Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.

Main emergency vehicle access to site

Location of security and emergency vehicle parking on site

Carnival location (if any)

Number/location of portable toilets

☒ Tentative Schedule of Events

☐ 501(C) (3) Certificate of Exemption # _____

☐ Nonprofit articles of incorporation, charter and mission statement

☐ Consent letter (event property): property owners on which special event location is held if not city owned

☐ Fire resistive rating certificates (tents, fabrics, etc.)

☐ Example of special event vendor permits provided

☐ Special event certificate of insurance- city as "additional insured" (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)

List certificates required: _____

☐ Alcohol liability certificate of insurance- city as "additional insured"

☐ Alcohol license (copy)

☐ Signed Conditions and Agreement Form

SPECIAL EVENTS FEES

All Special Event Application submittals must include deposit fee before dates can be secured. Submission of a Special Event Application **does not** guarantee authorization for the event in question. Each application will require review by the Special Event Review Committee, where specific requirements, conditions and/or modifications, and additional fees (security, waste, etc.) may be applied.

15. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

Any private entity/ business(es) who are holding a function that impacts neighboring businesses/residents within the City limits and/or requires city services.

☒ **CLASS A:** \$300.00 per day (attendance: 1,001 and up per day) **Permit Filing Deadline: 60 days prior to event**

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 - (2) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant on public property by applicant's agents, employees, invitee and/or any other persons.
- (b) At least seven days prior to the first day of any special event, the applicant shall furnish to the special events coordinator proof of liability insurance protection, in an amount of not less than \$1,000,000.00 per person for bodily injury or death, \$2,000,000.00 per occurrence for bodily injury or death and \$500,000.00 per occurrence for property damage, naming the city as "additional insured".
- (c) If alcoholic beverages are to be dispensed, served, sold or distributed at an outdoor event, the applicant(s) shall in addition provide liquor liability insurance in the amount of \$500,000.00 which shall name the city as additional insured.

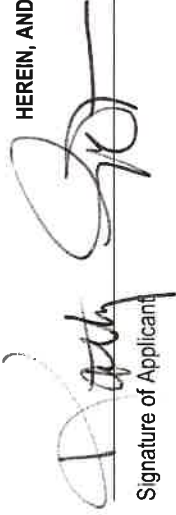
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(Ord No 10-34 (Exh 1) 12-9-2010)

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CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.

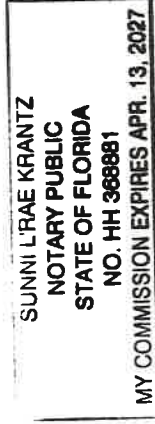

Signature of Applicant

21-18-24
Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 18th day of April, 2024, by Kathy Griffin, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL




Signature of Notary Public, State of _____

APPLICATION APPROVED


Special Events Coordinator

6-26-24
Date

Chief of Police

Date

Special Events Vendor Requirements

1. A 12 foot clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles. Assure there is at least a 12 foot clearance for emergency vehicles to be able to pass. All streets must remain open at all times. Make sure an apparatus can have a straight path and not have to zig zag around tents. Barricades can be used to close traffic, but no permanent blockages such as tents, vehicles, concession trailers, pools, etc.
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3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFCI protected. NFPA 70. Make sure all cord connections are off the ground and protected by GFCI. If they have a cord or hose crossing a sidewalk, they need to tape it down or cover with a carpet to prevent trip hazards. If possible, run the cord overhead.
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch.11. Sometimes vendors pile boxes behind their tent. Make sure the public has at least a 44" clear path on the sidewalks.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher, and be sound deadened. Make sure the generator has a muffler and well away from public and combustibles. Must have extinguisher. Make sure the gas can is stored in a safe place away from an ignition source.

Food Vendors

1. All food vendors must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company (Tag showing inspection within 1 year of event date). Same as a regular inspection tag check.
2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

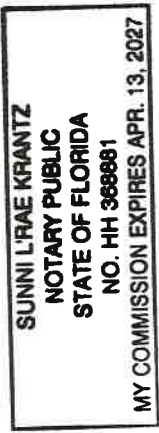
 _____
Signature of Applicant Name of Facility being used

Kathy Griffin 10-26-24
Print Name of Applicant Date of Use

State of Florida County of Putnam
The foregoing application is acknowledged before me this 18th day of April, 2024, by _____, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL


Signature of Notary Public, State of Florida



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 02 2005

PALATKA MAIN STREET INC
C/O CATHY BUTLER
201 N 2ND ST
PALATKA, FL 32177

Employer Identification Number:
54-2139342

DLN:

17053025042005

Contact Person:

B. THORNTON

ID# 95034

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

September 30

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

yes

Effective Date of Exemption:

February 11, 2004

Contribution Deductibility:

yes

Advance Ruling Ending Date:

September 30, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

PALATKA MAIN STREET INC

-2-

Sincerely,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner". The signature is written in a cursive, flowing style.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)



FLORIDA DEPARTMENT OF STATE
Division of Corporations

September 30, 2016

SUSAN DETAR / THE PINK DOOR
P.O. BOX 1054
PALATKA, FL 32178

Re: Document Number N04000001603

The Articles of Amendment to the Articles of Incorporation of PALATKA MAIN STREET, INC. which changed its name to REVITALIZE HISTORIC PALATKA, INC, a Florida corporation, were filed on September 26, 2016.

Should you have any questions regarding this matter, please telephone (850) 245-6050, the Amendment Filing Section.

Carolyn Lewis
Regulatory Specialist II
Division of Corporations

Letter Number: 816A00021043

— Street Closures
 * Event Headquarters
 50 Vendors
 7-10 Food Trucks



**ADOPT RESOLUTION 2024-R-132 granting a Special Event to the Community Affairs
Department for Community Fitness Fun Field Day on August 10, 2024
GRANTING PERMISSION TO EXCEED ALLOWABLE NOISE LEVELS, AND SETTING PERMIT AND
OTHER FEES**

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Community Affairs department is requesting amplified sound for a community event held on 08/10/2024 at Jenkins Community Center. Permission to exceed allowable noise levels is requested.

BACKGROUND

Outdoor fitness activities, outdoor fun activities, food, games

PROJECT ANALYSIS

The special event team is presenting this request to the commission for approval.

Staff Recommendation

ADOPT RESOLUTION

ATTACHMENTS

1.	Community Fitness Fun Field Day resolution
2.	community fitness day

RESOLUTION NO. 2024-R-132

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A SPECIAL EVENTS PERMIT TO
COMMUNITY AFFAIRS DEPARTMENT FOR
COMMUNITY FITNESS AND FUN FIELD DAY SETTING
FORTH THE PROVISIONS OF THE PERMIT; GRANTING
PERMISSION FOR AMPLIFIED SOUND; AND PROVIDING
FOR SCRIVENER’S ERRORS**

WHEREAS, Community Affairs Department has made an application to the City of Palatka for a special event permit for Community Fitness and Fun Field Day.

WHEREAS, the City of Palatka’s Special Events Committee has met to review the submitted application to assess any additional services necessary for the Special event to provide public safety and/or assistance for the function; and

WHEREAS, the Palatka City Commission finds that the approval of the Special Events Permit, as stipulated and described herein, is in the best interest of the event organizers, the City of Palatka and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA:

- Section 1:** That Special Events Permit for Community Fitness and Fun Field Day is hereby granted to the Cultural Affairs Department with the following provisions and stipulations:
- a.** A Class “B” Special Events Permit is hereby granted for the event to be held on August 10, 2024, during the hours provided in the application.
 - b.** Amplified sound on the date provided on the application.

Section 2: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on this 11th day of July 2024.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

APPLICATION FOR SPECIAL EVENT

1. Primary Contact: Reno Fellis
 Address: 1900 Napoleon St Email: Rfellis@Palatka-fl.gov
Palatka, FL 32177 Phone: 386-329-0100 ext 323
2. Secondary Contact: Jessica Cruz
 Address: 1900 Napoleon St Email: JCruz@Palatka-fl.gov
Palatka, FL 32177 Phone: 386-329-0100 ext 331
3. Event Sponsor/Organization: City of Palatka
 Attach a certificate of Tax Exemption if applicable
4. Name of Event: Community Fitness Field Day
5. Description of Event (event activities, such as concerts, street dances, races, contests/competitions, regattas, arts/crafts displays, still motion picture production, etc.):
outdoor fitness activities
outdoor fun activities
food
hay ride
6. Event Location (911 Address): _____
7. Road Closures: ex. St. Johns Avenue from First Street to Second Street
NONE from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____
 _____ from _____ to _____

8. Onsite representatives during the event:

Name: Reno Fellis

Cell Phone: _____

Name: Jessica Cruz

Cell Phone: 386-312-9845

9. Please fill in below for each day within the event.

Date(s) of Event: Hours: Amplified Sound: Alcohol: Attendance

Setup:

8/10/24 9 to 11 11 AM to 4 PM
Am Am

Event:

8/10/24 11 to 6 PM 11 to 6 PM
Am

_____/_____/_____ to _____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____ to _____

_____/_____/_____ to _____ to _____ to _____ to _____

Breakdown:

_____/_____/_____ 6 to 7 to _____ to _____
pm pm

10. Basis of estimated peak attendance (i.e. tickets sold, historical attendance, etc.)

100-200

11. Number and type of auxiliary vehicles/ equipment:

0 Watercraft 0 Aircraft 0 Utility Vehicles/Golf Carts Other: _____

12. Any special effects or pyrotechnics (i.e. explosives, hazardous materials, discharging weapons, incendiary devices)? If yes, please describe and list contractor contact information.

None

Include date and time:

_____/_____/_____ to _____ to _____

13. Will transport vehicles be utilized? If so, please describe.

NO

14. Number of staff/ volunteer: _____ Uniform identification: _____

REQUIRED ATTACHMENTS

☒ Site Plan (see checklist)

Parking
Number and location of food vendors
Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands
Street Closures/Barricades/Detours
Garbage Containers
Parade/Marching Route
Event Headquarters
Number and location of temporary signs/banners
Sound system(s) location
Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.
Main emergency vehicle access to site
Location of security and emergency vehicle parking on site
Carnival location (if any)
Number/location of portable toilets

- ☐ Tentative Schedule of Events
- ☐ 501(C) (3) Certificate of Exemption # _____
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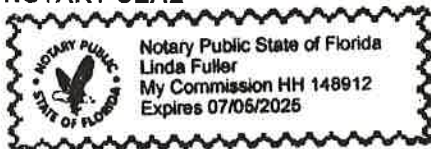
6/28/24

Date

State of Florida County of Putnam

The foregoing application is acknowledged before me this 28th day of June, 20____, by _____, who is personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL





Signature of Notary Public, State of Florida

APPLICATION APPROVED



Special Events Coordinator

6/26/2028

Date

Chief of Police

Date

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2. Vendors deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company. In addition to the ABC, they must have a K class. No K, no frying.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1. Check fire retardant label on the tent and on the side curtains.
4. Concession trailers that are cooking food that produces grease laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96. If they want to cook meats inside a concession trailer, they must have a hood and suppression system. No exceptions.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemptions Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged. The exceptions a. and b. are only for state inspectors. All vendors must comply with the city's special event requirements.

Vendor RV Camping

1. Temporary camping with motor homes, 5th wheels, and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except into a proper disposal facility (At this time, the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street, or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will only be authorized by event staff.
6. A placard issued by the event staff will identify vendor RVs.

City of Palatka
Indemnification & Hold Harmless Agreement

The BUSINESS and/or INDIVIDUAL agrees to indemnify and hold the City and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of in connection with the use of the facilities described herein. It is the intention of the BUSINESS and/or INDIVIDUAL that the CITY and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss or expense resulting to the user and those it brings onto the premises due to accidents, mishaps, misconduct, negligence or injuries either in person or property.

The BUSINESS and/or INDIVIDUAL expressly assume full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the use of facilities pursuant to this agreement, and agrees to pay the CITY for all damages caused to the facilities resulting from the user's activities hereunder.

The BUSINESS and/or INDIVIDUAL represents that its activities pursuant to this agreement will be supervised by adequately trained personnel, and that user will observe, and cause the participants in the activity to observe, all safety rules for the facility and the activity. The BUSINESS and/or INDIVIDUAL acknowledge that the CITY has no duty to and will not provide supervision during the activity.

[Signature]
Signature of Applicant

Jenkins Community Center
Name of Facility being used

Jessica Cruz
Print Name of Applicant

6/28/24
Date of Use

State of Florida County of Putnam

The foregoing application is acknowledged before me this 28th day of June, 2024, by _____, who is personally known to me, or who has/have produced _____ as identification.



[Signature]
Signature of Notary Public, State of Florida

ADOPT RESOLUTION 2024-R-134 amending the General Fund Budget for FY 2023-24 to recognize revenue in the amount of \$40,000 from Code Enforcement lien fines and to allocate it to the purpose of removing blight.

A budget amendment is needed to recognize revenue received during FY 2023-24 from code enforcement lien fines.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Code Enforcement received revenue during the fiscal year and is requesting a budget amendment in the amount of \$40,000 for projects that will be completed before fiscal year end.

BACKGROUND

PROJECT ANALYSIS

Upon analysis of the request, abatement and demolition costs would qualify under the use of ARPA Removal of Blight - Purchase VACANT Properties.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-R-134
----	------------

RESOLUTION NO. 2024-R-134

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AMENDING THE 2023-2024 FY GENERAL FUND BUDGET TO RECOGNIZE REVENUE FOR THE CODE ENFORCEMENT BRIGHT TO BLIGHT PROGRAM; AND PROVIDING FOR SCRIVENER’S ERRORS

WHEREAS, additional funding from Code Enforcement liens needs to be recognized in Fiscal Year 2023-2024 Budget; and

WHEREAS, Upon analysis of the request, abatement and demolition costs would qualify under the use of ARPA Removal of Blight - Purchase VACANT Properties.

WHEREAS, a budget amendment is necessary to budget the revenue associated with the expenses in Fiscal Year 2023-2024.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida that

- 1. the revenues of the City of Palatka General Fund 001 Budget for the Fiscal Year 2023-2024 are amended as follows:

REVENUES:

Revenue Number	Description	Last Approved	Recommended Amendments	As Amended
001-00-354-0-1000	Code Enforcement Lien Fines	20,000	\$40,000	\$60,000

EXPENDITURES:

Expenditure Number	Description	Last Approved	Recommended Amendments	As Amended
001-19-521-3-5120	Abatement, Demo	\$22,197	\$40,000	\$62,197

- 2. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED by the City Commission of the City of Palatka, Florida, this 11th day of July, 2024

CITY OF PALATKA

BY:_____

Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

ADOPT RESOLUTION 2024-R-136 authorizing the Palatka Police Department to spend up to \$33,000 to replace and upgrade current firearms and handguns.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The Palatka Police Department is asking to be allowed to spend up to \$33,000 to replace and upgrade current firearms and handguns.

BACKGROUND

The City's purchasing policy requires requests over \$25,000 to have Commission approval.

PROJECT ANALYSIS

The Palatka Police Department will enter into a trade-in agreement with GT Distributors, which will reduce the total amount spent by \$10,800. The remaining balance will be taken from account #001-07-521-6-6400 Capital Outlay, which has already had the funds transferred.

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	2024-r-136
2.	Palatka Glock trade 1 6.24

RESOLUTION NO. 2024-R-136

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE PALATKA POLICE DEPARTMENT
TO EXPEND FUNDS IN AN AMOUNT NOT-TO-EXCEED
\$33,000, TO UPGRADE AND REPLACE CURRENT
FIREARMS AND HANDGUNS, PROVIDING FOR
SCRIVNER'S ERRORS**

WHEREAS, the Palatka Police Department has the need to upgrade and replace current firearms and handguns; and

WHEREAS, the Palatka Police Department desires minimize the cost of upgrading and replacing current firearms and handguns by approximately \$10,800 by utilizing a trade-in allowance with GT Distributors;

WHEREAS, the Palatka Police Department has budgeted for the expense of the trade-in, in the amount (not-to-exceed) \$33,000; and

WHEREAS, the Palatka City Commission deems it reasonable for the Palatka Police Department to trade-in and replace outdated equipment.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida

1. the Palatka Police Department is hereby authorized to spend up to \$33,000 to upgrade and replace current firearms and handguns;
2. the Palatka Police Department is authorized to execute all documents to accomplish the trade in; and
3. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED by the City Commission of the City of Palatka, Florida, this 11th day of July, 2024.

CITY OF PALATKA

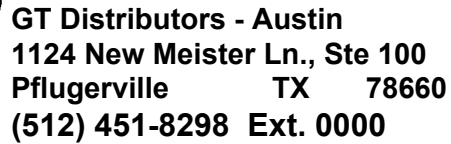
By: Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Palatka Police Department (FL)
110 N. 11th St.
Attn: Debra Armento
Palatka FL 32177

Page 90 of 278

ADOPT RESOLUTION 2024-R-135 authorizing the Palatka Police Department to apply for the 100% funded Florida Department of Law Enforcement Criminal Justice JAG D Grant in the amount of \$6,275.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

To authorize the Palatka Police Department to apply for a 100% funded FDLE Grant.

BACKGROUND

The JAGD program provides an allocation to units of local government who do not receive funds directly from the U.S. Department of Justice, Office of Justice Programs. OJP issues awards directly to eligible locals if the allocation is greater than \$10,000. For amounts less than \$10,000, OJP provides the money for OCJG to administer.

PROJECT ANALYSIS

OGJG issues awards ranging from \$1000 to \$10,000 with the allocations determined by most recent crime statistics reported to FDLE.

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	2024-r-135
2.	Jag D
3.	Jag D Information

RESOLUTION NO. 2024-R-135

**A RESOLUTION OF THE CITY OF PALATKA,
AUTHORIZING THE PALATKA POLICE DEPARTMENT
TO APPLY FOR FUNDING WITH THE FLORIDA
DEPARTMENT OF LAW ENFORCEMENT OFFICE OF
CRIMINAL JUSTICE GRANTS, THE 2023 JUSTICE
ASSISTANCE GRANT (JAG) D – GRANT TO BE
UTILIZED PURCHASE ELECTRONIC EQUIPMENT FOR
THE DETECTIVE DIVISION, AND PROVIDING FOR
SCRIVNER’S ERRORS**

WHEREAS, the Florida Department of Law Enforcement announced the availability of the 2023 Justice Assistance Grant (JAG) funds for law enforcement use by the City of Palatka Police Department; and

WHEREAS, the City of Palatka has determined that a need exists to acquire through purchase electronic equipment for the Detective Division; and

WHEREAS, the Palatka City Commission deems it reasonable and in the best interest of the citizens to authorize the Palatka Police Department to apply for said 2023 JAG D funds for the purpose of purchasing electronic equipment for the Detective Division.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida

- 1. the Palatka Police Department is hereby authorized to submit an application for the 2023 Justice Assistance Grant (JAG) D funds in the amount of \$6,275.00 to be used to purchase electronic equipment for the Detective Division; and
- 2. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED by the City Commission of the City of Palatka, Florida, this 11th day of July, 2024.

CITY OF PALATKA

By: Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

JAG-Direct (JAGD)

The JAGD program represents the remaining 15% of Florida's total federal award. This portion is passed directly to eligible units of government who do not receive funds through OJP's Local JAG Direct Program. For this program, OCJG issues awards ranging from \$1,000 to \$10,000 with the allocations determined by most recent crime statistics reported. More information on the JAGD application process can be found on the [JAG-Direct](#) page.

FDLE Grant Program

[Open Funding Opportunities](#)

[Office of Criminal Justice Grants](#)

[Forms](#)

[Resources](#)

[Training](#)

[Contact Us](#)

[Office of Planning and Budgeting](#)

Office of Criminal Justice Grants

JAG-Direct (JAGD) Application Process

The JAGD program provides an allocation to units of local government who do not receive funding directly from the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). OJP issues awards directly to eligible locals if the allocation is greater than \$10,000. For amounts less than \$10,000, OJP provides the money for OCJG to administer.

Awards under Florida's JAGD program range from \$1,000 to \$10,000. The award amount is determined by entering the most recent [Uniform Crime Reporting \(UCR\)](#) Total Index Crime numbers into a formula-based funding matrix. The steps below outline the process for applying for JAGD funds through OCJG.

Step 1: Solicitation Review and Application Submission

Prior to submitting an application, prospective recipients should carefully review all information in the posted award solicitation. The solicitation provides information on eligible projects, program requirements and other important details as they relate to application and subsequent award. **READ THE SOLICITATION!**

Once the solicitation is carefully reviewed, prospective recipients must submit an online application in AmpliFund. For questions or assistance in submitting the online application, please contact the [grant manager](#) assigned to your county.

Step 2: Application Review and Approval

OCJG members review application submissions and notify the prospective recipient of any additional information, modifications, or forms required prior to approval. Once the application is ready for approval, OCJG will notify the prospective recipient to review the final application and provide signature pages for execution.

Step 3: Post-Award

Once signature pages are received, OCJG approves the award in AmpliFund, executes the award documents, and makes copies available to the recipient within the grant management system. Upon receipt of the award documents, recipients are advised to carefully review all enclosures to ensure there are no special conditions applied to the award. If there are special conditions on the award, recipients should contact their assigned [grant manager](#) for more information *PRIOR* to beginning project activities.

ADOPT RESOLUTION 2024-R-142 authorizing Change Order No 9 with SGS Contracting Services, Inc. for the Platt Drew Wastewater Treatment Plant Biosolids Improvements project in the amount of \$101,990.33.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Change Order No. 9 provides for relocation of an on-site fire hydrant and relocation of an on-site water main and incorporates some additional blower safety modifications. A time extension of 180 days has been requested to incorporate these changes.

BACKGROUND

PROJECT ANALYSIS

This change order provides for relocation of an on-site fire hydrant and relocation of an on-site water main. The fire hydrant needed to be relocated due to a wider turn around area for roll off dumpsters. The water main relocation was due to the existing being under a new building foundation. The additional turn around area also provides for extra storage of a spare roll off dumpster. These additions were requested by operations personnel and City staff. It also incorporates some additional blower safety modifications. A time extension of 180 days has been requested to incorporate these changes.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-R-142 CHANGE_ORDER_NO_9_TO_SGS_CONTRACTING_SERVICES_INC.jp
2.	Change Order 9
3.	Palatka Biosolids CO Proposal #9.1reva

RESOLUTION NO. 2024-R-142

**A RESOLUTION OF THE CITY OF PALATKA
AUTHORIZING EXECUTION OF CHANGE ORDER NO 9
TO CONTRACT WITH SGS CONTRACTING SERVICES,
INC. FOR THE PLATT DREW WWTP BIOSOLIDS
PROJECT; AUTHORIZING THE ADDITIVE COST TO THE
CONTRACT; AUTHORIZING A TIME EXTENSION; AND
PROVIDING FOR SCRIVENER'S ERRORS.**

WHEREAS, SGS Contracting Services, Inc., the contractor of record, has presented change order No 9 adding funding for previously bid project scope: all labor, equipment, and ancillary services needed for the relocation of an on-site fire hydrant and relocation of an on-site water main and incorporates some additional flower safety modifications. A time extension of 180 days has been requested to incorporate changes;

WHEREAS, the total additive cost is \$101,990.33 (100% grant funded) for a total contact cost of \$4,831,184.72 (GL 041-12-535-6-6359); and

WHEREAS, the City deems it reasonable and necessary to execute change order No. 9 in an additive amount of \$101,990.33 for a total contract cost of \$4,831,184.72 and a time extension of 180 days to incorporate these changes with SGS Contracting Services, Inc., for the **Project**.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida:

1. the Mayor and City Clerk are hereby authorized to execute Change Order No. 9 with SGS Contracting Services, Inc. for the Platt Drew Wastewater Treatment Plant Biosolids project in the additive amount of \$101,990.33 reflecting the addition of previously bid scope for a total contract cost of \$4,831,184.72 adding 180 days' time extension; and
2. the City Manager is hereby authorized to execute all other documents as may be required in support of the project and without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of July 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney



City of Palatka Platt Drew WWTP Biosolids Improvements
CHANGE ORDER NO. 9

Project No. ITB 2022-02
Owner: City of Palatka

Date July 11, 2024
Contractor: SGS Contracting Services, Inc

Change Ordered:

Provide all labor, equipment, and ancillary services required for the relocation of an on-site fire hydrant and relocation of an on-site water main and incorporates some additional blower safety modifications. A time extension of 180 days is requested to accommodate.

CONTRACT AMOUNT

Original Contract Amount	\$ 4,346,700.00
Previous Change Orders	\$ 382,494.39
Change Order Addition	\$ 101,990.33
Revised Contract Amount	\$ 4,831,184.72

The City and Provider are parties to a Construction Agreement dated May 12, 2022 (“Agreement”) to which this document is an addendum.

Scrutinized Companies

- a. In executing this Agreement, Provider certifies that it is not listed on the Scrutinized Companies that Boycott Israel List nor is Provider engaged in a boycott of Israel (as defined in 215.4725, F.S.). Provider agrees, pursuant to section 287.135, F.S. that the Council may immediately terminate this Agreement for cause if the Provider is found to have submitted a false certification or is placed on the Scrutinized Companies that Boycott Israel List, or is found to be engaged in a boycott of Israel during the term of the Agreement.
- b. In executing this Agreement Provider certifies it is not on the Scrutinized Companies with Activities in Sudan or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List and that it does not have business operations in Cuba or Syria. Provider agrees that the Council may terminate this Agreement if Provider is found to have submitted a false certification or has been placed on a list pursuant to s. 215.473, relating to scrutinized active business operations in Iran.

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

Contractor

Date

Engineer

Date

Owner (City/County)

Date



SGS CONTRACTING SERVICES, INC.

PROJECT NAME: Platt Drew WWTP Biosolids Treatment Improvements

PROPOSAL DESCRIPTION: CO #9.1 Proposal

Date: 6/18/2024

#	DESCRIPTION			
1	Provide all labor, equipment, and ancillary services required to install breakers, conduit, and wire for power and control for blower cooling fans and over-temp protection devices. Add 180 Calendar days to the contract for procurement of Contactor Panel and Thermowells. Extend concrete drive and install new fire hydrant and water main per sheet AA-1 revised 03/05/24. Pressure testing of new water main by SGS Contracting Services. If Bac-T's are required on the new water main, SGS will provide Chlorine and Pump. Bac-T and chlorine sampling will be provided/completed by OWNER. No pressure testing or Bac-T's of the existing Sch. 40 PVC water main will be provided. Bypassed Sch. 40 PVC main to be abandoned in place except where pipe is in conflict with new construction. 12" x 18" ERCP deleted from sheet AA-1 in lieu of extended swale. All tree/shrub debris from land clearing to be abandoned on site at location chosen by OWNER. Existing light pole to be RELOCATED per sheet AA-1. Aluminum Extension to be built at concrete base for the belt press control cabinet to accommodate the new larger belt press control cabinet.			
2				
3				
4				
5				
6	MATERIALS			TOTAL
7	From Page 2			\$ 31,528.68
8	Tax 7.00%			\$ 2,207.01
9	Freight			
10	Contractor Markup 15%			
11	SUBTOTAL			\$ 33,735.69
12				
13	LABOR			TOTAL
14	From Page 3			\$ 33,500.00
15				
17	TOOLS & EQUIPMENT			TOTAL
18	From Page 4			\$ 6,450.00
21	SUBCONTRACTS			TOTAL
22	From Page 5			\$ 20,000.00
23	Contractor Markup 5%			\$ 1,000.00
24				\$ 21,000.00
25				
26	DEDUCTIONS			TOTAL
27	From Page 6			\$ -
29	OTHER	QTY	REFERENCE	TOTAL
30	Extended Project Overhead		Days * Cost Per Day	
31	Additional Insurance	1.00%	M + L + T&E + S	\$ 997.46
32	Additional Bond	1.25%	M + L + T&E + S	\$ 1,246.83
33				
34				\$ 2,244.29
35				
36	FINAL QUOTE TOTAL			TOTAL
37	DAYS ADDED TO THE CONTRACT: 180 Calendar Days			\$101,990.33
38				



LABOR ESTIMATE

#	LABOR	QUANTITY		RATE		COST			NOTES
		ST	OT	ST	OT	ST	OT	TOTAL	
1	Standard Crew (3-Person) - per day			\$ 3,650.00	\$ 5,475.00	\$ -	\$ -	\$ -	
2	Standard Crew (4-Person) - per day	8		\$ 4,000.00	\$ 6,000.00	\$ 32,000.00	\$ -	\$ 32,000.00	
3	Standard Crew (5-Person) - per day			\$ 4,350.00	\$ 6,525.00	\$ -	\$ -	\$ -	
4									
5	Additional Services:								
6	Welder - per hour			\$ 150.00	\$ 225.00	\$ -	\$ -	\$ -	
7	Welder Helper - per hour			\$ 100.00	\$ 150.00	\$ -	\$ -	\$ -	
8	Skilled Mechanic - per hour			\$ 100.00	\$ 150.00	\$ -	\$ -	\$ -	
9	Operator - per hour			\$ 75.00	\$ 112.50	\$ -	\$ -	\$ -	
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21								\$ 32,000.00	
22									
23									
24	ADJUSTMENTS			HRS			RATE / HR	TOTAL	
25									
26									
27									
28								\$ -	
29									
30	PROJECT MANAGEMENT			HRS			RATE / HR	TOTAL	
31	Project Manager			10			\$ 150.00	\$ 1,500.00	
32	Clerical						\$ 75.00	\$ -	
33	Deliveries & Material Movement						\$ 100.00	\$ -	
34								\$ 1,500.00	
35									
36	LABOR SUBTOTAL								
37									
38							\$	33,500.00	
39	NOTE: Crew Rates include all expenses related to (but not limited to): labor, labor burden, employee allowances (vehicle, phone, etc.), travel, per diem, vehicle fuel, tool trailer, small tool maintenance, consumables, daily expected unaccountable costs, PPE								



EQUIPMENT ESTIMATE

#	SPECIAL TOOLS	DESCRIPTION			RATE	TOTAL	NOTES
1	N/A						
2							
3							
4						\$ -	
5							
#	OWNED EQUIPMENT	DESCRIPTION	QTY	UNIT	RATE	TOTAL	
6							
7		Mob/Demob (Heavy)	1	EACH	\$ 500.00	\$ 500.00	
8		Mob/Demob (less than 10K)	1	EACH	\$ 350.00	\$ 350.00	
9		Excavator (less than 10K)	8	DAY	\$ 325.00	\$ 2,600.00	
10		Rubber Tire Backhoe	8	DAY	\$ 375.00	\$ 3,000.00	
11		Grading Tractor		DAY	\$ 250.00	\$ -	
12		Welding Machine A		HOURL	\$ 65.00	\$ -	
12		Welding Machine B		HOURL	\$ 65.00	\$ -	
12		Welding Machine C		HOURL	\$ 65.00	\$ -	
12		Cutting torches (2 sets) tips and gases		DAY	\$ 200.00	\$ -	
12		Plasma Cutter		HOURL	\$ 65.00	\$ -	
13		Tool Trailer and/or Service Truck		DAY	\$ 150.00	\$ -	
14						\$ -	
15						\$ -	
16						\$ 6,450.00	
17							
#	RENTALS	DESCRIPTION	QTY	UNIT	RATE	TOTAL	
18						\$ -	
19						\$ -	
20						\$ -	
21						\$ -	
22						\$ -	
23						\$ -	
24						\$ -	
25						\$ -	
26						\$ -	
27						\$ -	
28						\$ -	
29							
#	CONSUMABLES	DESCRIPTION			REF	TOTAL	
30							
31		Fuel 15% of Equipment			15%		
32		Welding Consumables 15% of Welding Machine			15%	\$ -	
33						\$ -	
34							
35							
36	EQUIPMENT SUBTOTAL					TOTAL	
37							
38					\$	6,450.00	
39							



MATERIAL ESTIMATE

#	MATERIALS	Quote #	QTY	UNIT	UNIT RATE	TOTAL	NOTES
1	6x6 20'x8' 10 GA WWM		28	EA	\$25.29	\$ 708.12	
2	4,000 PSI Ready Mix		45	CY	\$200.00	\$ 9,000.00	
3	Road Base		4	Load	\$1,650.00	\$ 6,600.00	
4	Density Testing		4	EA	\$200.00	\$ 800.00	
	Fill Dirt		6	Loads	\$550.00	\$ 3,300.00	
5	Formwork		N/A	N/A	N/A	\$ 1,000.00	
6	Pipe & Fittings	B613222	NA	N/A	N/A	\$ 8,620.56	
7	Structural Aluminum for CP Panel Ext.		NA	N/A	N/A	\$ 1,500.00	
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26	MATERIAL SUBTOTAL					TOTAL	
27							
28						\$31,528.68	



SUBCONTRACTORS

#	SUBCONTRACTORS	Quote #	QTY	UNIT	UNIT RATE	TOTAL	NOTES
1	Cogburn Bros	4/16/2024	N/A	N/A	N/A	\$12,500.00	Quote Attached
2	Cogburn Bros	6/12/2024	N/A	N/A	N/A	\$7,500.00	Quote Attached
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15	SUBCONTRACTOR SUBTOTAL					TOTAL	
16							
17						\$20,000.00	



DEDUCTIONS

#	DEDUCTIONS	Quote #	QTY	UNIT	UNIT RATE	TOTAL	NOTES
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15	SUBCONTRACTOR SUBTOTAL					TOTAL	
16							
17					\$0.00		



FERGUSON WATERWORKS-JAX #149
9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257
Phone: 904-268-2551
Fax: 904-268-2053

Deliver To:
From: Zach Laroche
Comments:

15:21:56 JUN 10 2024

Page 1 of 2

FEL-JACKSONVILLE WW -#149

Price Quotation

Phone: 904-268-2551

Fax: 904-268-2053

Bid No: B613222
Bid Date: 06/10/24
Quoted By: ZL

Cust Phone: 352-745-6950
Terms: NET 10TH PROX

Customer: SGS CONTRACTING SERVICES IN
18420 HIGH SPRINGS MAIN ST
PALATKA BIOSOLIDS
HIGH SPRINGS, FL 32643

Ship To: SGS CONTRACTING SERVICES IN
18420 HIGH SPRINGS MAIN ST
PALATKA BIOSOLIDS
HIGH SPRINGS, FL 32643

Cust PO#: CO #9

Job Name: PALATKA BIOSOLIDS

Item	Description	Quantity	Net Price	UM	Total
RALPHAA700	6 WIDE RANGE REST COUP 6.60-7.00	1	609.000	EA	609.00
MJ4LAU	6 MJ C153 45 BEND L/A	2	102.000	EA	204.00
MJTLAU	6 MJ C153 TEE L/A	1	180.000	EA	180.00
MJ9LAU	6 MJ C153 90 BEND L/A	1	126.000	EA	126.00
AFC2606DLAFMM	6 DI MJ RW OL SS STEM VLV L/A	1	903.000	EA	903.00
I461SW	2PC SC CI VLV BX 19-22 WTR	1	95.000	EA	95.00
FPPUU	6X6'0 FLGXPE CL BT DI SPL	1	716.000	EA	716.00
AFCB84BLAOLNJAX	5-1/4 VO B84B HYD 3'6 OL L/A JAX	1	2995.000	EA	2995.00
SS316FAPU	6 316 SS FF 1/8 RR FLG ACCY PKG	1	56.000	EA	56.00
MJTPIK	6X2 MJ C153 TAP PLUG	1	97.000	EA	97.00
SSLDEP6	6 DI MJ WDG REST GLND PK *ONELOK	1	58.000	EA	58.00
SSLCEP6	6 PVC WDG REST GLND PK *ONELOK	9	68.000	EA	612.00
SMGP6	6 MJ GSKT & BLT PK L/ GLAND	1	20.000	EA	20.00
DR18BPU	6 C900 DR18 PVC GJ BLUE PIPE	40	14.000	FT	560.00
SSLCE6	6 PVC WDG REST GLND *ONELOK	2	44.000	EA	88.00
IMJTBGPU	6 MJ TRANS BLT GSKT PK L/ GLAND	2	35.000	EA	70.00
P80SMAK	2 PVC S80 SXM ADPT	1	12.000	EA	12.00
P80S4K	2 PVC S80 SXS 45 ELL	4	11.000	EA	44.00
P80BK	2 X 20 FT PVC S80 BE PIPE	120	325.000	C	390.00
O31105	32 OZ PVC HD GRAY CMNT	1	20.000	EA	20.00
O30806	32 OZ PURP PRMR / CLNR	1	14.000	EA	14.00
MJSCAPLAU	6 MJ C153 SLD CAP L/A	2	52.000	EA	104.00
SSLCEP6	6 PVC WDG REST GLND PK *ONELOK	2	68.000	EA	136.00

Net Total: \$8109.00
Tax: \$511.56
Freight: \$0.00
Total: \$8620.56



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=126&on=66308>

FEL-JACKSONVILLE WW -#149
Price Quotation

Fax: 904-268-2053

15:21:56 JUN 10 2024

Reference No: B613222

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=126&on=66308>



3300 Faye Road
Phone (904) 358-7344 Jacksonville, FL 32226 Fax (904) 358-2805

SGS Contracting Services Inc.
PO Box 908
High Springs, FL 32655

June 12, 2024

Attention: Kiel Kruse

RE: Platt Drew Light Pole Relocation by Belt Press Building

Cogburn Bros. Electric is pleased to provide you with this Quotation for the electrical portion of the above referenced project. Our scope of work is below -

Our Price Includes:

1. Purchase and Installation of 1" PVC Conduit
2. Purchase and Installation of #12 THHN Wire
3. Trenching a Ditch for Conduit
4. Mini Excavator
5. All Terminations

Our Price Does Not Include:

1. Engineering Or Electrical Studies.
2. Any Lighting Controls / Sensors / Photocells
3. Moving the Light Pole
4. Light Pole Base
5. Any Premium Time (Hours Worked are 7:00am - 5:30pm)

Scope Clarification:

1. Cogburn Bros will disconnect Existing Power to the Existing Light Pole at the Belt Press Building.
2. Cogburn Bros will Dig a Trench from Existing Light Pole Base to the New Light Pole Base and fill in the Trench after Conduit has been installed.
3. Cogburn Bros will install 1" PVC conduit from the Light Pole and extend it to the New Light Pole Location.
4. Cogburn Bros will install New #12 THHN for Light Pole Power.
5. Cogburn Bros will complete all terminations.

6. Light Pole to be Relocated by Others.
7. Light Pole Base to be Supplied by Others.
8. Any stopped or rescheduled work after mobilization will require additional fees.

Lump Sum Total **\$7,500.00**

This proposal will remain valid for 30 days, and is subject to acceptance of a mutually agreeable contract.
Thank you for the opportunity to work with you on this project. If you have any questions regarding our proposal please
contact me at your convenience.

Sincerely,

Tommy McLean

Cogburn Bros. Electric

Direct Line: (904) 861-3734 | Office: (904) 358-7344

Cell: (850) 867-4908 | Fax - (904) 358-2805

Email: Tmclean@cogburnbros.com



3300 Faye Road
Phone (904) 358-7344 Jacksonville, FL 32226 Fax (904) 358-2805

SGS Contracting Services Inc.
PO Box 908
High Springs, FL 32655

April 16, 2024

Attention: Kiel Kruse

RE: Palatka Platt Drew Blower Fan's

Cogburn Bros. Electric is pleased to provide you with this Quotation for the electrical portion of the above referenced project. Our scope of work is below -

Our Price Includes:

1. Purchase and Installation of 1" Aluminum Rigid Conduit for Contactor Control Panel
2. Purchase and Installation of Conduit Supports as Needed
3. Purchase and Installation of 1" Sealtight at the Blower for Blower Fans
4. Purchase and Installation of 1" to 1/2" Reducers for Temperature Transmitters
5. Purchase and Installation of 1/2" Sealtight for Temperature Transmitters
6. Purchase and Installation of #12 THHN Wire for Power Wires
7. Purchase and Installation of Communication Wire from the VFD's to the New Control Panel
8. Purchase and Installation of 2 Pair Twisted Shielded Cables for Temperature Switches
9. Purchase and Installation of (1) 3 Pole, 20 Amp, 240 Volt Breaker
10. All Terminations

Our Price Does Not Include:

1. Engineering Or Electrical Studies.
2. Equipment Rentals
3. Any Control Cabinets
4. Any Temperature Switches
5. Any New Control Components inside Control Cabinet
6. Any Premium Time (Hours Worked are 7:00am - 5:30pm)

Scope Clarification:

1. Cogburn Bros will install (1) Control Cabinet for the Blower Motor Fan's. (Control Cabinet Provided by Others)
2. Cogburn Bros will install Conduit from the Wire Trough to the New Control Panel.
3. Cogburn Bros will install 1" Sealtight through the Blower Motor House to the Blower Fans. This will be for all (3) Blower Motor Fans.
4. Cogburn Bros will #12 wire from the L1 Panel to the New Control Panel.

5. Cogburn Bros will install #12 wire from the New Control Panel to the Blower Motor Fans.
6. Cogburn Bros will install 2 pair twisted shielded #16 from the Control Panel to the Temperature Transmitters.
7. Cogburn Bros will install communication wires from the Blower Motor VFDs to the New Control Panel.
8. Cogburn Bros will install (1) 3 Pole, 20 Amp, 240 Volt Breaker in the L1 Panel for Power to the New Control Panel.
9. Cogburn Bros will complete all terminations.
10. Any stopped or rescheduled work after mobilization will require additional fees.

Lump Sum Total **\$12,500.00**

This proposal will remain valid for 30 days, and is subject to acceptance of a mutually agreeable contract.
Thank you for the opportunity to work with you on this project. If you have any questions regarding our proposal please contact me at your convenience.

Sincerely,

Tommy McLean

Cogburn Bros. Electric

Direct Line: (904) 861-3734 | Office: (904) 358-7344

Cell: (850) 867-4908 | Fax - (904) 358-2805

Email: Tmclean@cogburnbros.com

**AMENDMENT TWO
TO THE FEDERALLY FUNDED
COMMUNITY DEVELOPMENT BLOCK GRANT
MITIGATION PROGRAM (CDBG-MIT)
SUBRECIPIENT AGREEMENT**

On **April 14, 2022**, the State of Florida, Department of Commerce (“Commerce”), formerly known as the Florida Department of Economic Opportunity, and the **City of Palatka, Florida** (“Subrecipient”) entered into agreement **MT013** (“Agreement”). Commerce and the Subrecipient may individually be referred to herein as a “Party” or collectively as the “Parties”.

WHEREAS, Section 5, Modification of Agreement, of the original Agreement between the parties provides that any amendment to the Agreement shall be in writing and executed by the Parties thereto.

WHEREAS the Agreement was previously amended on **December 21, 2022**; and

WHEREAS the Parties wish to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. On July 1, 2023, the Florida Department of Economic Opportunity was renamed to the Florida Department of Commerce. Effective July 1, 2023, all references throughout the Agreement to “Department of Economic Opportunity” or “DEO” are replaced with “Department of Commerce” or “Commerce” as appropriate.
2. **Section 28, Employment Eligibility Verification**, is hereby deleted in its entirety and replaced with the following:
(28) Employment Eligibility Verification
 - A. E-Verify is an Internet-based system that allows an employer, using information reported on an employee’s Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security’s E-Verify system can be found at: <https://www.e-verify.gov/>.
 - B. In accordance with section 448.095, F.S., the State of Florida expressly requires the following:
 - (1) Every public agency and its contractors and subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public agency or a contractor or subcontractor thereof may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
 - (2) An employer shall verify each new employee’s employment eligibility within three (3) business days after the first day that the new employee begins working for pay as required under 8 C.F.R. 274a. Beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee’s employment eligibility.

C. If an entity does not use E-Verify, the entity shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

3. **Attachment A, Project Description and Deliverables, Section 5, Deliverables** is hereby deleted in its entirety and replaced with the following:

5. **DELIVERABLES:**

Deliverable No. 1 – Resiliency Wastewater Master Plan		
Tasks	Minimum Level of Service	Financial Consequences
Subrecipient shall complete eligible project tasks detailed in Section 4.A in the Scope of Work.	Subrecipient shall request reimbursement upon completion of one (1) or more tasks listed in Section 4.A. above, evidenced by submittal of the following documentation: 1) Report on Customer population and anticipated growth completed by the contractor. 2) Report on existing wastewater collection, transmission, treatment, and disposal system. 3) Report on future condition data. 4) Compilation of Wastewater Records in GIS form. 5) Report on the extent and location of the I/I within the collection system. 6) I/I Mitigation Capital Improvement Plan. 7) Evaluation Report of wastewater system. 8) Technical Memo identifying the inputs and results of the Hydraulic model and Capacity Maintenance System. 9) Completed Resilient Wastewater Master Plan. 10) Invoice package in accordance with Section 7 of this Scope of Work.	Failure to complete the Minimum Level of Service as specified shall result in non-payment for each payment request for this deliverable.
		Total Cost: \$385,000.00
TOTAL PROJECT COST NOT TO EXCEED \$385,000.00		

4. **Attachment A, Project Description and Deliverables, Section 7, Item A** is hereby deleted in its entirety and replaced with the following:

- A. Subrecipient is allowed to submit multiple invoices per month for services rendered during the applicable period of time as defined in the deliverable table. In any month no deliverable has been completed, the subrecipient will provide notice that no invoicing will be submitted

5. **Attachment G, Reports, Section 3**, is hereby deleted in its entirety and replaced with the following:

3. The Subrecipient shall closeout its use of the CDBG-MIT funds and its obligations under this Agreement by complying with the closeout procedures in 2 CFR § 200.344. Activities during this close-out period may include, but are not limited to making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances and accounts receivable to the Subrecipient) and determining the custodianship of records.

Notwithstanding the terms of 2 CFR 200.344, upon the expiration of this Agreement, the Subrecipient shall transfer to the recipient any CDBG-MIT funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG-MIT funds. Further, any real property under the Subrecipient's control that was acquired or improved in whole or in part with CDBG-MIT funds (including CDBG-MIT funds provided to the Subrecipient in the form of a loan) shall be treated in accordance with 24 CFR 570.503(b)(7).

6. **Attachment G, Reports, Section 6**, is hereby deleted in its entirety and replaced with the following:

6. **Section 3 Quarterly Reporting Requirements.** Reporting of labor hours for Section 3 projects must comply with 24 CFR §75.25(a). Subrecipients must report the following: (i) the total number of labor hours worked; (ii) the total number of labor hours worked by Section 3 workers; and (iii) the total number of labor hours worked by Targeted Section 3 workers. If Section 3 benchmarks are not met, the subrecipient's qualitative efforts must be reported in a manner required by 24 CFR §75.25(b).

Subrecipients shall provide Section 3 Reporting quarterly to Commerce by the 10th of each quarter (January 10, April 10, July 10, and October 10). For Section 3 Reporting, Subrecipients should complete and return the Project Implementation Plan template to Commerce.

7. All other terms and conditions of the Subrecipient Agreement not otherwise amended remain in full force and effect.

~ Remainder Left Intentionally Blank ~

IN WITNESS HEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Commerce Agreement Number **MT013**, as amended. This Amendment is effective on the date the last Party signs this Amendment.

CITY OF PALATKA, FLORIDA	FLORIDA DEPARTMENT OF COMMERCE
SIGNED:	SIGNED:
Roberta Correa	J. ALEX KELLY
MAYOR	SECRETARY
DATE:	DATE:

Approved as to form and legal sufficiency, subject only to full and proper execution by the Parties.

OFFICE OF GENERAL COUNSEL
FLORIDA DEPARTMENT OF COMMERCE

By: _____

Approved Date: _____

RESOLUTION NO. 2024-R-141

**A RESOLUTION AUTHORIZING THE EXECUTION OF
CDBG MIT SANITARY SEWER MASTER RESILIENCY
PLAN GRANT AGREEMENT NO. MT013 AMENDMENT
NO 2 UPDATING TASK DELIVERABLES LANGUAGE;
PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS the City of Palatka and the Department of Economic Opportunity (DEO) entered into a Community Development Block Grant Agreement MT013 for the Sanitary Sewer Resiliency Master Plan. (PROJECT); and

WHEREAS, on December 21, 2022, the City of Palatka executed the DEO issued Amendment No 1 to add language regarding Citizen Complaints; and

WHEREAS, the DEO has issued Amendment No 2 updating the Task Deliverables language; and

WHEREAS, the total project cost is estimated at \$385,000 (100% grant funded) and

WHEREAS, it is in the best interest of the City of Palatka to execute and accept amendment no 2 to the grant agreement; and

NOW THEREFORE, BE IT RESOLVED by the Palatka City Commission:

1. That the Palatka City Commission confirms and approves amendment no 2 to MT013 with the Department of Economic Opportunity (DEO) for Sanitary Sewer Master Plan; and
2. That the Mayor and City Clerk are authorized to execute and attest all documents required in connection with the acceptance of the DEO Sanitary Sewer Master Plan amendment no 2; and
3. That the City Manager is hereby authorized to sign all contracts and other documents as may be required in support of the project, after review and approval by the city attorney.
4. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of July 2024.

CITY OF PALATKA

BY: _____

Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

**ADOPT RESOLUTION 2024-R-140 incorporating the proposed benefits policy to Section 8
Personal Security Program of the Personnel Policy**

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

We conducted a presentation on an updated benefits policy proposal at the June commission meeting for review by the commission. The proposed benefits policy included all suggestions made by the commission on October 26, 2023. The policy includes updated language for eligible employees for retirement match the language indicated in our pension provisions, reflects actual percentages paid by the city for medical and dental, and added supplemental insurance language offered by the city. We are bringing forth a resolution for the commission to adopt.

PROJECT ANALYSIS

Staff Recommendation

Adopt Resolution

ATTACHMENTS

1.	2024-r-140
2.	Section 8 Benefits-editable (002) (002) (3)

RESOLUTION 2024-R-140

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
INCORPORATING THE PROPOSED BENEFITS POLICY
TO SECTION 8 PERSONAL SECURITY PROGRAM OF
THE PERSONNEL POLICY, AND PROVIDING FOR
SCRIVENER'S ERRORS**

WHEREAS, the City of Palatka recognizes the importance of providing comprehensive and competitive benefits to its employees and

WHEREAS, it has been determined that the current benefits outlined in Section 8 of the Personnel Policy need to be revised to update the language and

WHEREAS, this updated policy includes that information about the pension plan will be available through the pension administrator and

WHEREAS, the updated policy now has information on additional benefits employees can enroll in that are funded 100 percent by the employee and

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka of Putnam County, Florida:

1. The Benefits Policy is hereby adopted and added to Section 8, Personal Security Program , of the City of Palatka Personnel Rules and Regulations.
2. the policy is hereby adopted as revisions into the City of Palatka Personnel Rules and Regulations; and
3. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of July 2024.

CITY OF PALATKA

By: MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

SECTION 8.0: ~~Personal Security Program~~ Benefits

~~In addition to Social Security coverage,~~ The City of Palatka provides the following benefits to full-time employees and Commissioners. ~~Part-time employees are not eligible for group benefits, provided they are full time and intended to remain with the City Definitely.~~

Employee's Retirement Defined Benefit Pension Plan

~~Full-time~~ employees and City Commissioners ~~An employee working 1,000 or more hours in a year~~ shall be a member of the ~~city~~ City's retirement plan as set forth in the City's municipal code unless ~~defined by contract or~~ employed in an excluded position.

~~Currently, all the general and police~~ employees contribute 6.0% & ~~fire employees 6.0% of the their~~ gross weekly salary ~~unless defined by contract~~ and the City of Palatka contributes an amount determined by the ~~Actuarial~~ actuary.

Information, ~~briefly~~ describing the ~~retirement~~ pension plan for Fire Fighters, General Employees and Police Officers is available on request from the ~~Finance~~ Pension Administrator.

Life Insurance

~~Unless otherwise provided for in an employment and/or collective bargaining agreement,~~ after completing three (3) months with the City of Palatka, regular employees are provided with ten thousand (10,000) dollars ~~worth~~ of life insurance at the City's expense ~~for the duration of their employment~~. ~~An Additional fifty thousand (50,000) dollars of life insurance worth~~ is provided for Fire Fighters and Police Officers accidentally killed on the job ~~per Florida Statutes~~. ~~The City provides Fire Fighters and Police Officers with twenty thousand (20,000) dollars of life insurance for on the job death (Florida Statue 112.191 and 122.191).~~

Hospitalization, Major Medical and Surgical Health, Dental and Vision Insurance

~~Unless otherwise provided for in an employment and/or collective bargaining agreement,~~ after completing three (3) months with the City of Palatka, regular employees become eligible for participation for the group insurance plans. The City pays one-half (1/2) the premium for the employee and their dependents on

Major Medical or a greater percentage if approved by the City Commission. The City pays seventy-five (75) percent of the employee's and dependents dental insurance, and the employee pays one hundred (100) percent of their vision coverage.

Additional Benefits

Flexible spending accounts, 457 investment plans and supplemental insurance are provided and are funded 100% by the employee. Information is available upon request from the Human Resources Department.

ADOPT RESOLUTION 2024-R-143 authorizing execution of service proposal with Atlantic Pipe Services for manhole lining and repair (not to exceed \$79,582.34 (100% grant funded))

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Atlantic Pipe Services was awarded a Continuing Service Agreement on March 14, 2024 and has submitted proposals #3904 and #4023 to line and clean manholes in various locations within the city. Proposals will be paid under the FDEP Sewer Main and Manhole Lining Project LPA0354. This project is 100% grant funded.

PROJECT ANALYSIS

The proposals from Atlantic Pipe Services for the manholes to be lined in various locations in the city. Proposal #3904 in the amount of \$75,332.34 for manhole rehab lining and Proposal #4023 in the amount of \$4,250 is for manhole cleaning.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024R143 Atlantic Pipe Services sewer lining and cleaning proposals
2.	3904 - Palatka Manhole Rehabs - Proposal
3.	4023 - Palatka Manhole Cleaning proposal

RESOLUTION NO. 2024-R-143

**A RESOLUTION OF THE CITY OF PALATKA
AUTHORIZING THE MAYOR AND THE CITY CLERK TO
EXECUTE AND ATTEST ATLANTIC PIPE SERVICES'
SCOPE AND FEE PROPOSALS FOR THE LINING AND
CLEANING OF MANHOLES UNDER FLORIDA
DEPARTMENT OF ENVIRONEMTAL PROTECTION
AGREEMENT LPA0354; AND PROVIDING FOR
SCRIVENER'S ERRORS**

WHEREAS, Atlantic Pipe Services has submitted a Scope and Fee Proposal in the amount of \$75,332.34 for manhole rehab lining and \$4,250 for manhole cleaning in various areas of the city under FDEP agreement LPA0354 Sewer Main and Manhole Lining (the Project); and

WHEREAS, the Palatka City Commission deems it reasonable and necessary to authorize the execution of Atlantic Pipe Services proposals in support of the Project.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida:

1. the Mayor and the City Clerk are hereby authorized to execute and attest Atlantic Pipe Services proposals in an amount not to exceed \$79,582.34 for the FDEP LPA0354 Sewer Main and Manhole Lining project. (100% grant funded)
2. the Mayor (or successor) is hereby authorized to sign all other documents as may be required in support of the project.
3. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of July, 2024

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



1420 Martin Luther King Jr Blvd
Sanford, FL 32771
(407) 792-1360
info@atlanticpipe.us

PROPOSAL

3904

CUSTOMER: CITY OF PALATKA	PHONE: 386-866-4073	DATE: 06/21/2024
STREET: 201 N. 2nd Street	JOB NAME: Palatka Manhole Rehabs	
CITY/STATE/ZIP: Palatka, FL, 32117	JOB LOCATION: Various Areas, Palatka, FL, 32177	
ATTN: Eli Higginbotham	E-MAIL: EliHigginbotham@palatka-fl.gov	

QUANTITY	DESCRIPTION	UOM	RATE	TOTAL
Seq: Manhole Rehab				
116.80	48" Diameter Manhole Liner Application (vertical foot)	VLF	388.85	45,417.68
27.60	Other Structures: Pump Station/Wet Well Liner Application	SF	34.50	952.20
5.00	Sewer MH Rehab - Bench Replacement	EA	517.95	2,589.75
2.00	Sewer MH Rehab - Replace Frame & Cover	EA	1,729.54	3,459.08
42.00	Sewer MH Rehab - Chemical Grout	GAL	450.00	18,900.00
208.50	Sewer MH Rehab - Remove Liner	SF	19.25	4,013.63
TOTAL				75,332.34

ANY UNFORSEEN OR ABNORMAL PIPELINE OR SITE CONDITIONS WILL BE SUBJECT TO RENEGOTIATION WITHOUT
PENALTY TO APS



1420 Martin Luther King Jr Blvd
Sanford, FL 32771
(407) 792-1360
info@atlanticpipe.us

PROPOSED RATES MAY CHANGE BASED UPON THE FOLLOWING CONDITIONS:

- 1) Calls Outs of less than 1000 LF of readily available pipeline may be billed at the hourly rate, with a 4 hour minimum. Any time on site beyond the minimum may be billed at the hourly rate
- 2) Emergency Call Outs will be subject to increased rates.
- 3) Heavy Cleaning encountered will be performed at an hourly rate, unless otherwise specified
- 4) Travel Time charges are assessed on a job by job basis
- 5) Atlantic Pipe Services provides, free cloud downloads for videos and reports. Hard Copy Reports with DVD or USB may be purchased at \$75.00 per set.
- 6) Safety Training / Orientation required for projects will be charged at the hourly rate per unit on site
- 7) Due to rising costs of fuel and overall expenses, additional fees must be assessed. These pass-through costs are assessed through daily charges, per piece of equipment on site.

Atlantic Pipe Services is comitted to providing the same responsiveness, turn around time and quality of work that our valued customers have become accustomed to. APS has invested in technologies that allow us to be more efficient with operations and save on costs, however the extreme volatility within the fuel market is something we cannot control. This additional charge helps APS cover increased costs, as well as maintain the same level of service.

We propose to hereby furnish the following:

Our proposal includes all labor, material, equipment and workmanship to perform rehabilitation of the structure by means of Concrete and Epoxy coating in compliance with Manufacturers spec.

Cleaning of structure will be completed with a 5000 psi pressure washer to get the structure to the correct profile for underlayment application as per Manufacturers spec.

Price does include use of grout if necessary. This covers up to 42 gallons of grout. If additional grout is needed it will be billed at a rate of \$500 per gallon.

In the event that any new specs or requirements for coating, bypass operation, or injection are presented to APS, we reserve the right to renegotiate without penalty.

Price does not include any pressure or vacuum test of manholes. Price Per repair is contingent on volume of repairs performed if quantity changes APS will re-quote work.

Structures must be set in ground and backfilled before any work by APS can be started. If unforeseen circumstances are encountered during the project, APS will re-quote the work.

1420 Martin Luther King Jr Blvd
Sanford, FL 32771
(407) 792-1360
info@atlanticpipe.us

Heavy Cleaning Rates	Heavy Cleaning determined by percentage of debris in pipeline			
	12" Diameter	25.00%	3"	Debris
	15" Diameter	25.00%	4"	Debris
	18" Diameter	20.00%	4"	Debris
	24" Diameter	20.00%	5"	Debris
	30" Diameter	20.00%	6"	Debris
	36" Diameter	20.00%	7"	Debris
	42" Diameter	15.00%	6"	Debris
	48" Diameter	15.00%	7"	Debris
	54" Diameter	10.00%	5"	Debris
	60" Diameter	10.00%	6"	Debris
	In the event the required cleaning is beyond normal Heavy Cleaning, the cleaning will be performed under an hourly rate. Subject to prior client notification and approval.			

CUSTOMER RESPONSIBILITIES

- ☒ Local Dump-Site for safe disposal of debris / waste material removed from Project Location
- ☒ Local Metered Water Source
- ☒ Exposure of structures and access to all work areas without delay
- ☒ Stabilized Access to Work Areas - Two Wheel Drive Accessible
- ☐ Access to secure site for equipment storage
- ☒ Maintenance of Traffic - If Applicable

CUSTOMER RESPONSIBILITIES

Delays experienced outside of APS's direct control will be subject to an hourly charge for each unit on site

Weekend and Night Work may be subject to increase rates

Any unforeseen or abnormal pipe / site conditions will be subject to renegotiation without penalty to APS

Payment terms are NET 30 days of invoice date. APS does not agree to "Pay when paid" terms

APS Proposals are valid for 30 days from date of submission.

ATLANTIC PIPE SERVICES, LLC			
PRINT NAME / TITLE		DATE	6/25/2024
SIGNATURE	Niasha Tulloch		

Acceptance of Proposal : The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work specified. Payment will be made as outlined.

CUSTOMER			
PRINT NAME / TITLE		DATE	
SIGNATURE			

ATLANTIC PIPE SERVICES, LLC
STANDARD TERMS & CONDITIONS OF BUSINESS

COMPANY: Atlantic Pipe Services, LLC, a Florida Limited Liability Company, whose address 1420 Martin Luther King Jr. Blvd, Sanford, Florida, 32771
(Hereinafter referred to as "APS")

CUSTOMER: Any corporation, company, organization, agent or individual entering into a written agreement with APS for the provision of services or materials or any other business dealing, for which payment is agreed with or becomes due and payable to APS (hereinafter referred to as "Customer")

PROPOSAL & QUOTATION: All proposals or quotations provided by APS must be in writing and signed by an authorized representative of the company to be valid and any such proposal or quotation is valid for acceptance within 30 days of the respective proposal date, unless agreed otherwise in writing.

PAYMENT TERMS: Payment of all invoices is due within 30 days from the invoice date, unless terms are agreed otherwise, in writing from APS. Any Dispute or query regarding the invoiced amount must be communicated in writing within 10 days (objection period) from the invoice date and customer will be deemed to have accepted the invoice as delivered and all services / work standards relating thereto, unless objected to in writing within the objection period. Customer agrees that no retainage will held for all services performed.

REMEDIES FOR NON-PAYMENT: All sums not paid when due will bear interest at the rate of 1.5% per month from due date until paid or the maximum legal rate permitted by law, whichever is less. In the event of legal action being deemed necessary to enforce payment, APS shall be entitled to all costs of collection, including a reasonable attorney's fee. In addition, if the customer fails to make payment to APS as herein provided, then APS may stop work without prejudice to any other remedy it may have. The parties further agree that in the event of any controversy arising between them, then in such event, the State Courts of Seminole County, Florida, shall be the forum in which the parties agree to try and have heard any matters of litigation arising out of such controversies.

WARRANTIES: All workmanship and materials are guaranteed against defects in workmanship for a period of one year from the date of substantial completion of the project. This warranty is in lieu of all other warranties, expressed or implied, including any warranties of merchantability of fitness for a particular purpose. APS will not be responsible for damage to its work by other parties or normal wear and tear. Any repair work necessitated by caused damage will be considered as an order for extra work.

INDEPENDENT CONTRACTOR: Both APS and the customer agree that APS will act as an independent contractor in the performance of its duties under this contract. Accordingly, APS shall be responsible for payment of all taxes, including Federal, State, and local taxes arising out of APS's activities, including by way of illustration but not limitation, Federal and State income tax, social security tax, Unemployment Insurance taxes, and any other taxes.

UNFORESEEN OCCURRENCE: In the event that any unforeseen occurrences or conditions are encountered after the work has commenced and which APS judge, at their sole discretion, to significantly affect or may affect the services, the risk involved in providing the services or there being a material change to the proposed or quoted scope of services, APS may a) Immediately cease work without liability to the customer, or b) renegotiate with customer to change the scope of work with price adjustment or change order, or c) Apply downtime /hourly or day rates until occurrence or condition is resolved to the satisfaction of APS.

DOWNTIME/STOPPAGES/ADDITIONAL WORK: In the event that APS is unable to work or encounter stoppages due to circumstances beyond their control or unforeseen circumstances or occurrences, particularly any underground structure problems causing delay or stoppage of work or in the event of any work being required beyond the quoted scope of work, then an hourly or daily rate will be charged, subject to prior customer notification in writing from APS.

PROJECT ESTIMATES: APS may from time to time provide written estimates of projected timescale or hours for a particular project at customer request, however, this in no way binds APS to a final timescale for the services to be provided. The actual hours will be determined by specific site requirements and operational demands, which cannot be wholly determined due to the nature of the services provided by APS.

CUSTOMER PURCHASE ORDERS: In the event that the customer chooses to issue a purchase order, whether verbal or in writing, such purchase order shall be governed by APS Standard Terms & Conditions of Business as detailed herein and any such client agreement cannot change the payment terms under any circumstances unless specifically agreed to in writing APS and such agreement being authorized and signed by the owner or director of APS. In the event of any inconsistency between the APS terms and conditions as detailed herein and the terms of a service order, the APS terms and conditions shall prevail. In any event, settlement of all APS correctly submitted invoices must be made within 30 days from invoice date, irrespective of customer having received payment from their respective customer.

CONTRACT ACCEPTANCE: In the event that the client fails to sign acceptance of an APS proposal or quotation, due to oversight by either or both parties or any other reason and the services are commenced or completed on the clients written or verbal instruction due to emergency, urgency or some other reason, then these terms and conditions will be deemed to have been accepted by the client as if such proposal or quotation had been signed.

CUSTOMER RESPOSIBILITIES: The customer will normally provide the following services, at no cost to APS for the duration of the project, unless agreed otherwise in writing by APS, a)Approved dumpsite and disposal for all materials to be removed from site of work, b) Access and exposure of all structures for APS personnel and equipment without delay, c) All temporary site facilities including suitable storage space for equipment, d)Any special permits and/or licenses, without delay, e) Supply and access to all water required for the project with meter if applicable. f)Work areas prepared and accessible, without delay, to enable the services to be provided, g) Authorized representative of the customer at the site of work, at all times services are being performed and with authority to accept the services as completed and / or hours worked and h) Location and exposure of all manholes in the project area.



1420 Martin Luther King Jr Blvd
Sanford, FL 32771
(407) 792-1360
info@atlanticpipe.us

PROPOSAL

4023

CUSTOMER: CITY OF PALATKA	PHONE: 386-866-4073	DATE: 07/01/2024
STREET: 201 N. 2nd Street	JOB NAME: Palatka Manhole Cleaning	
CITY/STATE/ZIP: Palatka, FL, 32117	JOB LOCATION: Various Areas, Palatka, FL, 32177	
ATTN: Eli Higginbotham	E-MAIL: EliHigginbotham@palatka-fl.gov	

QUANTITY	DESCRIPTION	UOM	RATE	TOTAL
Seq:				
1.00	Day Rate: Multiple Locations	EA	4,250.00	4,250.00
TOTAL				4,250.00

ANY UNFORSEEN OR ABNORMAL PIPELINE OR SITE CONDITIONS WILL BE SUBJECT TO RENEGOTIATION WITHOUT
PENALTY TO APS



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PROPOSED RATES MAY CHANGE BASED UPON THE FOLLOWING CONDITIONS:

- 1) Calls Outs of less than 1000 LF of readily available pipeline may be billed at the hourly rate, with a 4 hour minimum. Any time on site beyond the minimum may be billed at the hourly rate
- 2) Emergency Call Outs will be subject to increased rates.
- 3) Heavy Cleaning encountered will be performed at an hourly rate, unless otherwise specified
- 4) Travel Time charges are assessed on a job by job basis
- 5) Atlantic Pipe Services provides, free cloud downloads for videos and reports. Hard Copy Reports with DVD or USB may be purchased at \$75.00 per set.
- 6) Safety Training / Orientation required for projects will be charged at the hourly rate per unit on site
- 7) Due to rising costs of fuel and overall expenses, additional fees must be assessed. These pass-through costs are assessed through daily charges, per piece of equipment on site.

Atlantic Pipe Services is comitted to providing the same responsiveness, turn around time and quality of work that our valued customers have become accustomed to. APS has invested in technologies that allow us to be more efficient with operations and save on costs, however the extreme volatility within the fuel market is something we cannot control. This additional charge helps APS cover increased costs, as well as maintain the same level of service.

We propose to hereby furnish the following:

Work to be performed per terms of Contract 23-B-005 between Atlantic Pipe Services and the City.

1420 Martin Luther King Jr Blvd
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info@atlanticpipe.us

Heavy Cleaning Rates	Heavy Cleaning determined by percentage of debris in pipeline			
	12" Diameter	25.00%	3"	Debris
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	18" Diameter	20.00%	4"	Debris
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APS Proposals are valid for 30 days from date of submission.

ATLANTIC PIPE SERVICES, LLC			
PRINT NAME / TITLE	Erin Hans - Project Estimator	DATE	7/1/2024
SIGNATURE	Erin Hans Digitally signed by Erin Hans DN: cn=Erin Hans, c=US, e=ehans@atlanticpipe.us the author of this document Location: Date: 2024-07-01 10:03:04-00		

Acceptance of Proposal : The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work specified. Payment will be made as outlined.

CUSTOMER			
PRINT NAME / TITLE		DATE	
SIGNATURE			

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CONTRACT ACCEPTANCE: In the event that the client fails to sign acceptance of an APS proposal or quotation, due to oversight by either or both parties or any other reason and the services are commenced or completed on the clients written or verbal instruction due to emergency, urgency or some other reason, then these terms and conditions will be deemed to have been accepted by the client as if such proposal or quotation had been signed.

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ADOPT RESOLUTION 2024-R-146 authorizing execution of an Interlocal Agreement between the Community Redevelopment Agency (CRA) and the City of Palatka for services the City shall provide the CRA

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

See attached for the interlocal agreement between the City of Palatka and Community Redevelopment Agency. The agreement outlines the services the City shall provide the CRA and formalizes the compensation to the City for the administrative services, additional code enforcement and public works sanitation services. Interlocal agreements such as this are industry standard and best practice. This agreement memorializes the existing arrangement to pay for administrative services and allows for the CRA to utilize the code enforcement and public works department.

PROJECT ANALYSIS

Staff Recommendation

Adopt resolution.

ATTACHMENTS

1.	2024-R-146 AUTHORIZING EXECUTION OF INTERLOCAL AGREEMENT WITH THE COMMUNITY REDEVELOPMENT AGENCY TO OUTLINE THE SERVICES THE CITY SHALL PROVIDE TO THE
2.	2024-CRA-01 CRA AUTHORIZING EXECUTION OF INTERLOCAL AGREEMENT OUTLINING SERVICES THE CITY SHALL PROVIDE TO CRA
3.	2024.07.11 Interlocal Agreement with the CRA

RESOLUTION NO. 2024-R-146

**A RESOLUTION OF THE CITY OF PALATKA
AUTHORIZING EXECUTION OF INTERLOCAL
AGREEMENT WITH THE COMMUNITY
REDEVELOPMENT AGENCY TO OUTLINE THE
SERVICES THE CITY SHALL PROVIDE TO THE CRA;
PROVIDING FOR AN EFFECTIVE DATE; AND
PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS, the City of Palatka is dedicated to the revitalization and enhancement of the community through various initiatives and projects, and

WHEREAS, the City of Palatka possesses resources and expertise that greatly benefits the Community Redevelopment Agency (CRA) in achieving the CRA's goals, particularly in administrative services, code enforcement, and public works sanitation services, and

WHEREAS, it is in the best interest of the City of Palatka to formalize an agreement with the Community Redevelopment Agency to outline the scope of services to be provided by the City and the compensation for such services, thereby enhancing transparency and accountability in the partnership between the two entities, and

WHEREAS, interlocal agreements of this nature are recognized as industry standard and best practice for fostering collaboration between governmental entities.

NOW, THEREFORE, BE IT RESOLVED, by the City of Palatka,:

1. the proposed Interlocal Agreement between the Community Redevelopment Agency and the City of Palatka, as presented, is hereby approved.
2. the Mayor and the City Clerk are authorized and directed to execute the Interlocal Agreement on behalf of the City, and City Staff is authorized and directed to take any and all actions necessary to implement the terms of the Agreement.
3. this Resolution shall take effect immediately upon passage.
4. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City of Palatka on this 11th day of July, 2024.

CITY OF PALATKA

By: It's Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

RESOLUTION NO. 2024-CRA-01

**A RESOLUTION OF THE CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
AUTHORIZING EXECUTION OF INTERLOCAL
AGREEMENT WITH THE CITY OF PALATKA TO
OUTLINE THE SERVICES THE CITY SHALL PROVIDE
TO THE CRA; PROVIDING FOR AN EFFECTIVE DATE;
AND PROVIDING FOR SCRIVENER'S ERRORS**

WHEREAS, the Community Redevelopment Agency (CRA) of City of Palatka is dedicated to the revitalization and enhancement of the community through various initiatives and projects, and

WHEREAS, the City of Palatka possesses resources and expertise that greatly benefits the CRA in achieving its goals, particularly in administrative services, code enforcement, and public works sanitation services, and

WHEREAS, it is in the best interest of the CRA to formalize an agreement with the City of Palatka to outline the scope of services to be provided and the compensation for such services, thereby enhancing transparency and accountability in the partnership between the two entities, and

WHEREAS, interlocal agreements of this nature are recognized as industry standard and best practice for fostering collaboration between governmental entities.

NOW, THEREFORE, BE IT RESOLVED, by the Community Redevelopment Agency of City of Palatka,:

- 1. the proposed Interlocal Agreement between the Community Redevelopment Agency and the City of Palatka, as presented, is hereby approved.
- 2. the Chairperson of the CRA is authorized and directed to execute the Interlocal Agreement on behalf of the CRA, and City Staff is authorized and directed to take any and all actions necessary to implement the terms of the Agreement.
- 3. this Resolution shall take effect immediately upon passage.
- 4. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the Palatka Community Redevelopment Agency on this 10th day of June, 2024



COMMUNITY REDEVELOPMENT AGENCY

By:  Chairperson

ATTEST:


CITY CLERK

APPROVED AS TO FORM AND LEGALITY:


CITY ATTORNEY

INTERLOCAL SERVICES AGREEMENT FISCAL YEAR 2024

THIS INTERLOCAL SERVICES AGREEMENT for indirect costs (“Agreement”) is made and entered into as of July 11, 2024, by and between the CITY OF PALATKA, a Florida municipal corporation (the “City”) and the PALATKA COMMUNITY REDEVELOPMENT AGENCY, a public body corporate and politic (the “CRA”) collectively, the “Parties.”

RECITALS

1. The CRA recognizes that the City has a diversified range of skilled personnel which the CRA desires to access for its occasional and dedicated needs as well as to implement specific CRA budgeted projects, programs and activities.
2. The City desires to assist the CRA with carrying out its Implementation Plan and related redevelopment activities by providing such personnel services to the CRA, all subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the CRA agree as follows:

Section 1. Authority

This Agreement entered into by the Parties pursuant to Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969.” And Section 163.400, Florida Statutes, entitled “Cooperation by Public Bodies.”

Section 2. Intent

The intent of this Agreement is to provide the terms and conditions by which the Services (as defined in Section 3) will be provided by the City to the CRA. For the sake of clarity, the Parties acknowledge and agree that the Services will only be for redevelopment activities in the CRA Community Redevelopment Area.

Section 3. Services

The City agrees to provide the following services to the CRA:

- 3.1 City Manager’s Office. The City, through the City Manager’s Office shall provide the following services to the CRA:
 - 3.1.1 Coordination and management of the CRA meetings and progress.
 - 3.1.2 Management and supervision of the city employees in performing the services sought by the CRA.
- 3.2 City Attorney’s Office. The City, through the City Attorney’s Office shall provide the following services to the CRA:

- RMLO;
- 3.2.1 Fulfill public records requests directed to the CRA through the City's
 - 3.2.2 Provide legal guidance to the CRA, including conducting legal research, providing legal advice, and legal opinions;
 - 3.2.3 Engage in litigation that would address blight within the CRAs.

3.3 Finance Department. The City shall provide the services of the City's Finance Department which shall include, but not be limited to:

- 3.3.1 The management of the CRA's fiscal accounts;
- 3.3.2 Investment of the CRA's assets;
- 3.3.3 Accounting, including but not limited to, accounts receivables and payables, monthly and annual reporting, including annual CRA Audit and Comprehensive Annual Financial Report 9CAFR);
- 3.3.4 Federal income and social security wage tax reporting; if any,
- 3.3.5 The management of the CRA's annual budget;
- 3.3.6 Other fiscal needs in accordance with City Policies and Procedures.

3.4 City Clerk. The City shall provide the services of the City Clerk which shall include, but not be limited to:

- 3.4.1 The City Clerk shall serve as Secretary to the CRA's Board of Directors;
- 3.4.2 Attending all meetings of the CRA and operating the meeting's AV equipment to facilitate an effective meeting for the public;
- 3.4.3 Prepare and maintain the public records of the CRA
- 3.4.4 Maintaining custody of the CRA's seal.

3.5 Code Enforcement. The City shall provide the services of the City's Code Enforcement Department which shall include, but not be limited to:

- 3.5.1 Additional inspection of properties within the CRA districts over and above the current level of inspections provided to the entire City;

3.6 Public Works. The City shall provide the services of the City's Public Works which shall include, but not be limited to:

- 3.6.1 Providing sanitation, trash cleanup and vacant lot upkeep within the CRA districts;
- 3.6.2 Providing asphalt repairs, signage, storm drainage upgrades, sidewalk construction and repairs, striping, installation of traffic calming devices;
- 3.6.3 Acquiring and installing of street furniture as deemed appropriate;
- 3.6.4 Providing grounds maintenance, landscaping, irrigation and lighting maintenance withing the CRA district.

3.7 Public Information Officer. The City shall provide the services of the City' Public Information Officer which shall include, but not be limited to:

- 3.7.1 Providing the photography services of the PIO to document current conditions and the progress of the CRA;
- 3.7.2 Posting on events and news on the City's website and social media platforms.

3.8 Supervision. All personnel providing the Services shall be supervised by the City and not by the CRA. All communications regarding the performance or non-performance of the personnel providing the Services shall be made by and between the CRA Executive Director and the City Manager or their designees, unless specifically agreed to otherwise in writing by the Parties.

Section 4. Payment

4.1 Amount. The CRA has previously budgeted funds for Fiscal Year 2024 in the amount of \$45,594 for administrative services and not to exceed \$10,000 for additional code enforcement inspection services, as the fee (the “Fee”) payable to the City for the Services and includes all out of pocket expenses of the City which are necessary and appropriate for provision of the Services as well as the City’s overhead or general operating expenses. The CRA acknowledges that the funds are budgeted, available and eligible for payment in accordance with Section 163.387(6), Florida Statutes, as consideration for the Services provided to the CRA by the City.

4.2 Payment. Payment of the Fee shall be on a one-time lump sum basis following receipt of the annual TIF payment from the City of Palatka, which payment is anticipated to be received by the CRA prior to the end of the calendar year. Payment of the Fee shall be made upon receipt of invoice from the City.

Section 5. Term

This Agreement shall be effective on July 11, 2024 and continue in effect until terminated by the parties.

Section 6. Records

City shall keep such records and accounts as may be necessary in order to evidence performance of the Services. Such books and records will be available at all reasonable times for examination and audit by the CRA.

Section 7. Insurance; Indemnity.

The Parties acknowledge and agree that the City is self-insured for general liability. The cost of this insurance is to be paid by the City.

Subject to the provisions and monetary limitations of Section 768.28, Florida Statutes, each party agrees to indemnify and hold harmless the other party and their respective commissioners, board members and employees, from liabilities, damages, losses and costs, including but not limited to reasonable attorney fees.

Section 8. Governing Law.

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for litigation concerning this Agreement shall be in Putnam County, Florida.

IN WITNESS WHEREOF, the City and the CRA hereto have caused this Agreement to be executed as of the day and year first above written.

CITY OF PALATKA
a Florida municipal corporation

COMMUNITY REDEVELOPMENT
AGENCY
A public body corporate and politic

By: _____

Name: Roberta M. Correa
Title: Mayor

ATTEST:

By: _____

Name: Roberta M. Correa
Title: Chairperson of the Community
Redevelopment Agency

ATTEST:

By: _____

Sunni Krantz
City Clerk

Approved as to form and legal sufficiency

By: _____

Sunni Krantz
City Clerk

By: _____

Jane West, Esq.
City Attorney

ADOPT RESOLUTION 2024-R-147 authorizing the Palatka Police Department to participate and apply for the FY 2023 Edward Byrne Memorial JAG Program for patrol division equipment and authorizing the Mayor to execute a letter approving the funding distribution.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The City of Palatka Police Department has recieved notification that there is \$89,624.00 of Federal Fiscal Year 2023 Edward Byrne Memorial JAG Program funds for available for projects in Putnam County. Of this amount, the City of Palatka would anticipate to apply for and receive \$22,406 as the entire amount is split between the Putnam County Sherriff's Office and the three municipal Police Departments in the County.

PROJECT ANALYSIS

The Palatka Police Department would like to apply for the funds for patrol division equipment.

Staff Recommendation

Adopt Resolution.

ATTACHMENTS

1.	2024-r-147 AUTHORIZING THE PALATKA POLICE DEPARTMENT TO APPLY FOR A GRANT WITH THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT OFFICE OF CRIMINAL JUSTICE GR
2.	2024.07.11 2023 Edwayd Byrne Letter

RESOLUTION NO. 2024-R-147

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
PALATKA, FLORIDA, AUTHORIZING THE PALATKA POLICE
DEPARTMENT TO APPLY FOR A GRANT WITH THE FLORIDA
DEPARTMENT OF LAW ENFORCEMENT OFFICE OF
CRIMINAL JUSTICE GRANTS, THE 2023/24 JAG GRANT TO BE
UTILIZED FOR PATROL DIVISION EQUIPMENT PURCHASES;
AND PROVIDING FOR SCRIVENER’S ERRORS.**

WHEREAS, the Florida Department of Law Enforcement announced the availability of 2023-24 Federal Fiscal Year 2023 Edward Byrne Memorial JAG Program funds for law enforcement use by the City of Palatka Police Department; and

WHEREAS, the City of Palatka has determined that a need exists to acquire through purchase patrol division equipment; and

WHEREAS, the signature of the Mayor is needed to approve the FDLE’s allocation of funds; and

WHEREAS, the Palatka City Commission deems it reasonable and in the best interest of the citizens to authorize the Palatka Police Department to apply for said JAG funds.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida

- 1. the Palatka Police Department is hereby authorized to submit an application for the 2023/24 JAG Grant Program - funds to be used to purchase patrol division equipment, and to authorize the Mayor to sign said letter as required; and
- 2. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED by the City Commission of the City of Palatka, Florida, this 11th day of July 2024.

CITY OF PALATKA

By: Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

ROBERTA M. CORREA
MAYOR-COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

TROY BELL, ICMA-CM,
MPA, MS-FINANCE
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI KRANTZ, CMC
CITY CLERK

MARCIA G. CARTY, CPA, CGFO,
MS-TAXATION
FINANCE DIRECTOR

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.

July 11, 2024

Mr. Cody Menacof
Bureau Chief Office of Criminal Justice Grants
Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, FL 32302-1489

Dear Mr. Menacof,

In compliance with State of Florida *Rule 11D-9, F.A.C.*, the City of Palatka approves the distribution of \$89,624.00 of Federal Fiscal Year 2023 Edward Byrne Memorial JAG Program funds for the following projects in Putnam County:

Subgrantee / Implementing Agency	Project Purpose	Amount
Putnam County Board of Commissioners/ Putnam County Sheriff's Office	Radar Units	\$22,406
City of Palatka/Palatka Police Department	Patrol Division Equipment	\$22,406
Town of Welaka/Welaka Police Dept.	Patrol and Community Policing Equipment	\$22,406
Town of Interlachen/Interlachen Police Department	Patrol Equipment	\$22,406
	TOTAL	\$89,624

Sincerely,

Robbi Correa
Mayor

201 N. 2nd STREET ▪ PALATKA, FLORIDA ▪ 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

**FLORIDA DEPARTMENT OF CORRECTIONS'
INTERAGENCY/PUBLIC WORKS AGREEMENT
(LOCAL AGREEMENT)**

This Local Agreement made and entered into this 15 day of October 2024, by and between the State of Florida, Department of Corrections, through its institution/facility, Putnam Correctional(hereinafter referred to as "Department"), and the City of Palatka, (hereinafter referred to as "Agency"), is done so in accordance with section 946.40, Florida Statutes (F.S.) and Rule 33-601.201, Inmate Work Program, and 33-601.202, Use of Inmates in Public Works, Florida Administrative Code (F.A.C.).

Work performed under this Local Agreement is determined to be value added or cost savings as defined in the Community Work Squad Manual (check one).

 Value Added X Cost Savings

I. TERM/RENEWAL

- A. The Agreement shall begin on the date of the last signature by all parties, and shall end at midnight three (3) years from the last date of signature by all parties.
- B. This Agreement may be renewed for one additional three (3) year period after the initial agreement period upon the same terms and conditions contained herein. The Agreement renewal is at the Agency's initiative with the concurrence of the Department. The Agency's decision to exercise the option to renew should be made no later than 60 calendar days prior to the expiration.

II. FINANCIAL OBLIGATIONS

The Department and the Agency acknowledge that this Local Agreement is not intended to create financial obligations between the parties. However, in the event that costs are incurred as a result of either or both of the parties performing their duties or responsibilities under this Local Agreement, each party agrees to be responsible for their own costs.

III. DEPARTMENT'S RESPONSIBILITIES

The Department agrees to provide, or is responsible for, those items delineated by placement of an "X" in the space located to the left of the corresponding number. Items for which the Department is not responsible shall be marked "N/A" to the left of the number.

- X 1. Screen inmates for the work to be performed in order to assign inmates who do not present a danger to property or persons.
- X 2. Provide up to 10 inmates each workday for the period of the Local Agreement. Community custody (); Minimum custody (); Both (X).
- 3. Provide Correctional Officer supervision of the work squad while performing work under this Local Agreement.
- 4. Provide vehicle(s) and Correctional Officer(s) each workday to transport inmates to and from the work site.
- X 5. Provide food and drinks for inmate lunches.
- 6. Provide drinking water for inmates.

- X 7. Apprehend escapees and handle problem inmates.
- X 8. Provide transportation from the work site to the correctional facility for inmates who refuse to work, become unable to work, or cause a disruption in the work schedule.
- X 9. Administer all disciplinary action to be taken against inmate(s) for infractions committed while performing work under this agreement.
- X 10. Provide for medical treatment of ill or injured inmates and transportation of such inmates.
- X 11. Conduct a background check, which includes a criminal history check, and obtain approval from the Department's Agreement Manager, or designee prior to authorizing Non-Department Supervisors to participate in training to supervise inmates.
- X 12. Provide orientation and training to Non-Department Supervisor(s) approved to supervise inmates prior to their assuming supervisory responsibility of an inmate work squad. Training will be in accordance with the Department's guidelines for Non-Department Supervision of Inmates and will include annual refresher training during each successive year of supervision by the Non-Department Supervisor.
- X 13. Notify the Agency in the event that an Agency employee fails to provide proper supervision of inmate(s).
- X 14. Provide inmates with all personal items of clothing appropriate for the season of the year.
- X 15. Have inmates ready for transportation/work at the appropriate times regardless of temperature or inclement weather, unless notified by the Agency of suspended work operations, or when the Department determines that a work squad should not check out or should be re-directed.
- _____ 16. Provide a First Aid Kit and Blood Borne Pathogens Personal Protective Kit to each work squad.
- _____ 17. Orient each inmate in the use of equipment regardless of the inmate's claim to have had prior experience in the use of gasoline or electrically powered equipment before allowing the inmate to use it. Utilize "Inmate Safety Training Documentation," DC2-569, to document that the inmate has had the training. This report shall be kept on file at the contract work site and by the Department's Contract Manager.
- X 18. Other. (If provided, shall be Attachment A, incorporated herein by reference and made part of this Agreement.) "Other" special considerations regarding activities of the work squad may be based on work location, etc.

IV. AGENCY'S RESPONSIBILITIES

The Agency agrees to provide, or is responsible for, those items delineated by placement of an "X" in the space located to the left of the corresponding number. Items for which the Agency is not responsible shall be marked "N/A" to the left of the number.

- X 1. Provide the Department with a schedule of hours that inmates will work in accordance with the established workday for the Agency and the transportation time required. Any deviation from the established schedule will be reported to, and coordinated with, the Department.
- X 2. Provide supervision of inmates in accordance with the Department's rules and regulations while performing work under this Local Agreement. Non-Department Supervisors may supervise Community and Minimum Custody inmates. Each Non-Department Supervisor must successfully pass a background check that includes a criminal history check, and must be approved by the Department's Agreement

Manager, or designee and complete required orientation/training in the supervision of inmates, prior to assuming supervision.

- X 3. Provide transportation of inmates each workday to and from the work site.
- X 4. Provide all tools, equipment, materials and safety personal items such as gloves, rubber boots, hard hats, etc., necessary and appropriate for performance of the work under this Local Agreement.
- X 5. Ensure that licensing or permits are obtained if required for the work to be performed under this Local Agreement. Provide necessary supervision and guidance for projects that require a permit and require technical assistance to complete the project.
- X 6. Immediately notify the Department in the event of an escape while the inmate is under supervision of the Agency. Report any inappropriate behavior displayed by inmates or any inmate who fails to perform tasks in an acceptable manner.
- X 7. Complete the "Community Work Squad Activities Report," DC6-239 (to be provided by the Department) daily and submit the form on a weekly basis to the Department.
- X 8. Report all inmate injuries, regardless of how minor in nature, to the Department as soon as possible. Report any medically related complaints made by an inmate to the Department as soon as practical. In cases of emergency, render first aid, within the scope of the supervisor's medical training, to work squad inmates and provide emergency health care and related assistance to the Department.
- X 9. Provide inmates with a fifteen-minute rest break in the morning and afternoon. Lunch breaks shall normally begin at Noon and last at least 30 minutes. Ensure inmates are supervised during rest and lunch breaks.
- X 10. Provide drinking water for inmates.
- X 11. Require each Non-Department Supervisor approved to supervise inmates and other appropriate staff members, to attend orientation/training in the supervision of inmates prior to assuming supervision of inmates and refresher training annually thereafter. Training will be provided at a Department location. Upon the Department's issuance of a Training Certification Card, the Agency shall require non-department personnel to carry this card when supervising inmate labor.
- X 12. Ensure that all work assignments/projects utilizing inmates are authorized projects of the municipality, city, county, governmental agency or non-profit organization and that private contractors employed by the Agency do not use inmates as any part of their labor force.
- X 13. Agency hereby agrees to be liable for, and shall indemnify, defend and hold the Department harmless from all claims, suits, judgments or damages including court costs and attorney's fees arising out of intentional acts, negligence or omissions by the Agency in its supervision of inmates pursuant to this Local Agreement. If the Agency is an agency or subdivision of the State of Florida, this paragraph shall not be interpreted as altering the state's waiver of immunity in tort pursuant to section 768.28, F.S., or to otherwise impose liability on Agency for which it would not otherwise by law be responsible.
- X 14. Orient each inmate in the use of equipment regardless of whether the inmate claims to have had prior experience in the use of gasoline or electrically powered equipment before allowing the inmate to use it. Utilize "Inmate Safety Training Documentation," DC2-569, to document that the inmate has had the training. This report shall be kept on file at the contract work site and a copy shall be provided to the Department.

- X 15. It is the intent of this Local Agreement that the agency/work squad has and maintains communications with the institution at all times. A method of communication (radios, cellular phone, etc.) shall be provided at no cost to the Department. The Agency shall provide a primary method of communication that shall be approved by the Department's Agreement Manager in writing prior to assignment of the work squad. Dependent upon the method of communication provided, the Agreement Manager may require a secondary or back-up method of communication.

Type of Communication utilized in this Local Agreement: Cell Phone

- X 16. Provide a First Aid Kit and Blood Borne Pathogens Personal Protective Kit to each work squad.
- X 17. Ensure that the Work Squad does not work on school property or primary elementary or secondary education institutions where students are present.
- X 18. Other. (If provided, shall be Attachment A, incorporated herein by reference and made part of this Agreement.) "Other" special considerations regarding activities of the work squad may be based on work location, etc.

V. AGREEMENT MANAGEMENT

A. Department's Agreement Manager

The Field Office Manager of the Correctional Institution represented in this Local Agreement is designated as the Department's Agreement Manager and is responsible for enforcing performance of the Local Agreement terms and conditions and shall serve as a liaison with the Agency. The title, location, address, and telephone number of the Department's Agreement Manager for this Local Agreement is:

Title: Field Office Manager
Location: Putnam Correctional Institution
Address: 128 Yelvington Road
East Palatka, Florida 32131
Carol.Lyle@fdc.myflorida.com
Telephone #: 386 326 6694
Fax #: 386 312 2219

B. Community Work Squad Coordinator

The Assistant Warden designated by the Warden, is responsible for ensuring compliance with the requirements of this Local Agreement.

C. Department's Agreement Administrator:

The title, address, and telephone number of the Department's Agreement Administrator is:

Contract Administrator
Bureau of Procurement
Florida Department of Corrections
501 South Calhoun St.
Tallahassee, Florida 32399-2500
Telephone: (850)717-3681
Fax: (850)488-7189

D. Agency's Representative

The name, title, address and telephone number of the Agency's Representative is:

Name: Troy Bell
Title: City Manager
Address: 201 N. 2nd Street
Palatka, Florida 32177
Telephone #: 386 329 0100
Fax #: 386 329 0106
E-mail: TBell@palatka-fl.gov

VI. CONDITIONS

A. Records

The Agency agrees to allow the Department and the public access to any documents, papers, letters, or other materials subject to the provisions of chapter 119 and section 945.10, Florida Statutes, made or received by the Agency in conjunction with this Contract. The Agency's refusal to comply with this provision shall constitute sufficient cause for termination of this Contract.

B. Disputes

Any dispute concerning performance of the Contract shall be resolved informally by the Department's Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Assistant Deputy Secretary of Institutions. The Assistant Deputy Secretary shall decide the dispute, reduce the decision to writing, and deliver a copy to the Agency with a copy to the Department's Contract Administrator and Department's Contract Manager.

C. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, pandemics, insurrections, strikes, or labor disputes.

D. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

E. Verbal Instructions

No negotiations, decisions, or actions shall be initiated or executed by the Agency as a result of any discussions with any Department employee. Only those communications which are in writing from the Department's administrative or project staff identified in Section V., AGREEMENT MANAGEMENT, of this Agreement shall be considered as a duly authorized expression on behalf of the Department. Only communications from the Agency that are signed and in writing will be recognized by the Department as duly authorized expressions on behalf of the Agency.

F. No Third Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to, any party not a signatory hereto.

G. Prison Rape Elimination Act (PREA)

The Agency shall report any violations of the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part 115, to the Department of Corrections' Agreement Manager.

H. Cooperation with Inspector General

In accordance with section 20.055(5), F.S., the Agency understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

I. Americans with Disabilities Act

The Agency shall comply with the Americans with Disabilities Act. In the event of the Agency's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Agency may be declared ineligible for further Agreements.

VII. SUSPENSION OR TERMINATION OF LOCAL AGREEMENT

The Department or the Agency may suspend or terminate this Local Agreement, in whole or in part, with immediate written notice to the other party when the interests of the Department or Agency so require.

VIII. AGREEMENT MODIFICATION

After execution of this agreement, any changes in the information contained in Section III., 2., and Section V., AGREEMENT MANAGEMENT, shall be provided to the other party in writing and a copy of the written notification shall be maintained in the official agreement record.

Modifications to the provisions of this agreement, with the exception of Section III., 2., and Section V., AGREEMENT MANAGEMENT, shall be valid only through execution of a formal agreement amendment.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

AGENCY:

SIGNED BY: _____

NAME:

(PRINTED) Troy Bell

TITLE: City Manager

DATE:

FEID #: 59-6000401

DEPARTMENT OF CORRECTIONS

SIGNED BY:  _____

NAME:

(PRINTED) Tifani Knox

TITLE: **Warden**
Department of Corrections

DATE:

SIGNED BY: _____

NAME:

(PRINTED) Hope Gartman

TITLE: **Assistant Deputy Secretary of Institutions**
Department of Corrections

DATE:

**City of Palatka/Department of Corrections
Civil Restitution Lien Forgiveness Addendum**

Civil Restitution: Civil Restitution is to be defined as those costs which are incurred by prisoners under Fla. Stat. 960.293, not to exceed \$50/day per inmate.

Standard of Law

Florida can charge basic subsistence fees on inmates totaling no more than \$5 a day to cover some of the costs of their own incarceration, typically only on inmates that are determined to be capable of paying this fee. *See* § 951.033(2)(b), Fla. Stat. (2023). But under Fla. Stat. 960.293(2), a crime victim is also liable to the state for damages and losses incurred for incarceration and other correctional costs. *See* § 960.293(2)(b), Fla. Stat. (2023). These costs are assessed at \$50/day for all sentences other than life or death, based on length of stay at time of sentencing. *Id.* These costs are imposed as civil forfeiture liens, referred to as “civil restitution liens”. *Id.*

Usage of Civil Restitution Liens

Costs assessed under Fla. Stat. 960.293 are rarely payable by inmates and are typically only attempted to be enforced against prisoners who have recovered against the state. *See Goad v. Department of Corrections*, 845 So.2d 880, 881 (Fla. 2003). The ascertained purpose of civil restitution liens is to reimburse the public for the costs associated with incarceration, and they are not intended to be punitive in nature. *Id.* at 885. Incarcerated persons employed in work squads are already repaying the public for the costs of their incarceration through labor. Imposing a further fee, hereafter referred to as “double charging”, such incarcerated persons would be akin to punishment and is against the intention of the act as determined by the courts. And since the Department is unlikely to ever collect on such a lien, forgiving them is a relative null cost.

Civil Restitution Lien Forgiveness - Department of Corrections Responsibilities

1. The City of Palatka Civil Restitution Lien Addendum provides that all inmates who spend at least (forty) 40 hours working on City of Palatka property shall receive a certificate of lien forgiveness that requires the Department to fully forgive the incarcerated person’s civil restitution liens, both retroactively and prospectively. This will save the Department of Corrections from future lawsuits by prisoners who feel they have been unjustly penalized by these policies.
2. The Department shall require vocational training provided to inmates in the course of their work under this Agreement be reportable as a work certification as appropriate.

DISCUSSION/DIRECTION - RESOLUTION 2024-R-133 authorizing a donation to Lee Conlee House to assist with operational expenses due to recent decreases in State funding and authorizing a FY 2023-24 budget transfer to accommodate same. The request is the amount of \$112,570.89.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Lori Slaven, Executive Director of the Lee Conlee House has requested a donation to support operational expenses due to recent reductions in State funding to the Domestic Violence Center.

BACKGROUND

On May 9, 2024 Laurie Slaven of the Lee Conlee House sent correspondence to the City requesting financial support for the Domestic Violence Center. State level funding for personnel and operational expenses has decreased. City support of this request would ensure that services go uninterrupted for survivors, ensuring their safety and the safety of their dependent children. Services offered to all survivors include crisis hotline, legal advocacy, children's programming, education and training, counseling, and support groups.

PROJECT ANALYSIS

In the event the City Commission is interested in using funds from the American Rescue Plan for this request, the current ARPA allocations spreadsheet is attached with areas where there are unencumbered funding highlighted.

The Finance Department has generated a draft process for Aid to Non Profits for consideration.

Staff Recommendation

Direct Staff on how the Commission wishes to proceed.

ATTACHMENTS

1.	2024-R-133 DONATION REQUEST TO LEE CONLEE HOUSE
2.	Lee Conlee request for support
3.	Agenda Request Form
4.	ARPA Funds as of 7-2-24 unencumbered focus
5.	Aid to Non-Profit Organizations Proposed Process

RESOLUTION NO. 2024-R-133

**A RESOLUTION OF THE CITY OF PALATKA
AUTHORIZING A DONATION TO LEE CONLEE HOUSE;
AUTHORIZING A FY 2023-34 BUDGET TRANSFER; AND
PROVIDING FOR SCRIVENER’S ERRORS**

WHEREAS, the City of Palatka recognizes the importance of safety and shelter to those fleeing domestic violence; and

WHEREAS, Lee Conlee House, a non-profit organization, has requested financial support from the City of Palatka to support personnel and operational expenses due to recent decreases in State Funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AS FOLLOWS:

Section 1. The City of Palatka hereby authorizes a donation to the Lee Conlee House in the amount to be agreed upon by the Commission via a Motion .

Section 2. The City Commission further authorizes the following budget transfer:

GL Line	Description	Last Approved	Recommended Amendments	As Amended
				\$

GL Line	Description	Last Approved	Recommended Amendments	As Amended
		\$0		\$

Section 3. This resolution shall take effect immediately upon its adoption.

Section 4. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of July, 2024.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY



Lee Conlee House, Inc.

Domestic Violence Center

5/9/2024

City of Palatka
City Commission
201 N 2nd Street
Palatka, FL 32177

24 HR. Helpline

386.325.3141

Re: Lee Conlee House Request for Funding

Dear Mr. Bell and Commissioners,

Administration

386.325.4447

Fax: 386.328.7755

P.O. Box 2558

Palatka, FL 32178

Lee Conlee House (LCH) is the certified domestic violence center for Putnam County. With new statistics reporting that one in every three women and one in every five men are abused by an intimate partner, the need for our services in Putnam County are great. Unfortunately, for the past two years there has been a significant decrease in funding for these services across the State that has left DV Centers vulnerable to reduced services, reduced staffing, and decreased safety for survivors. The decrease in funding has come primarily from the Victims of Crime Act (VOCA) and has decreased the number of funded positions from 8.5 FTE to 3.5 FTE.

Lee Conlee House is funded
by
Through
DeloresBarrWeaver
LegacyFunds, VOCA
Putnam County, Dept of
Children & Families,
and HUD.

Lee Conlee House is requesting \$112,570.89, to bridge the gap where funding has been reduced. As LCH offers services 24 hours a day, 7 days per week, it is imperative to have sufficient advocates to cover all shifts, making personnel costs our largest expenditure. LCH is requesting to fund two advocates as outlined in the attached budget. Additionally, survivors do not pay for any services during their stay at LCH, therefore, LCH is requesting funding for utilities, food, and other items as needed by survivors in shelter (see budget). This request, if granted, would contribute to the uninterrupted continuation of services for survivors ensuring their safety and the safety of their dependent children. Services offered to all survivors include crisis hotline, legal advocacy, children's programming, education and training, counseling, and support groups.

Certified
Member FPEDV
FL Partnership to end
Domestic Violence

It is the commitment of LCH to continue to offer safety and shelter to those fleeing domestic violence and we would like the City of Palatka's partnership in doing so. Thank you for your consideration.

Lori Slaven, Executive Director

DeloresBarrWeaverLegacyFunds, VOCA.

LEE CONLEE HOUSE IS REGISTERED WITH THE STATE OF FLORIDA TO SOLICIT CONTRIBUTIONS (REGISTRATION #CH8622). A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

Your gift is tax deductible as allowed by law. Lee Conlee House is registered with the State under the Solicitation of Contributions Act, 2002 under Federal Tax Identification Number 59-316-9443.

LCH Budget Request

Personnel:

1 FTE Shelter Advocate @ \$16.00 per hour x 2080 hrs annually = \$33,280. Plus FICA @7.65% = \$2545.92 Re employment @ 4.14% = \$1,377.79 Plus Health Ins @ \$600 per month x 12 = \$7,200 Plus WC Ins @ \$35 monthly x 12 = \$420 Total = \$44,823.71

1 FTE Shelter Advocate @ \$18 hr per hour x 2080 hrs annually = \$37,440. Plus FICA @7.65% = \$2,864.16 Re employment @ 4.14% = \$1,550.02 Plus Health Ins @ \$600 per month x 12 = \$7,200 Plus WC Ins @ \$35 monthly x 12 = \$420 Total = \$49,474.18

Shelter Needs:

Food at \$1,000 per month x 12 months = \$12,000

Supplies including laundry detergent, cleaning supplies, document replacements, medical appointments and prescriptions, childcare, sheets, blankets, towels, pillows, and other items needed to operate shelter. - \$500 per month x 12 months = \$6,000

LEE CONLEE HOUSE IS REGISTERED WITH THE STATE OF FLORIDA TO SOLICIT CONTRIBUTIONS (REGISTRATION #CH8622). A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE; REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.
Your gift is tax deductible as allowed by law; Lee Conlee House is registered with the State under the Solicitation of Contributions Act, 2002 under Federal Tax Identification Number 59-316-9443.



Regular meetings 2nd and 4th Thursdays of each month
at 6:00 PM

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2nd Street, Palatka 32177), or e-mail (skrantz@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request. Materials submitted for the Commission's review during the meeting may not be considered as this does not give the Commission or Staff adequate time to read or consider such material. If you plan to make a PowerPoint presentation, please submit your media (thumb drive, DVD, etc.) to the Clerk's Office in advance. If the request to be placed on the agenda is granted, you will be allowed 5 minutes to present your item to the Commission.

Meeting agendas close at 12:00 noon on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. *Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.

Name of Individual, Organization and/or Group making presentation or request: Lee Conlee House, Lori Slaven

Address: 106 Roberts Blvd, Satsuma FL 32189 e-mail Slavenl@leeconleehouse.org

Daytime Phone 386-325-4447 Other ph. 386-983-2919
Fax _____

*Requested meeting date: July 11, 2024

☒ Request for Commission Action; OR ☐ Presentation Only; no action required

Subject Matter you wish to address: One time funding for Lee Conlee House

(attach additional sheet if necessary)

Commission Action Requested, if any: Approve City support for LCH

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS



American Rescue Plan Spending Project List (as of 07/02/2024)

Project Description	Approved Allocations	Budget Amendments	ARPA Allocations	% of total ARPA	Committed - Commissioners' Approved	Encumbered Costs	Funds Expended	Balance of Allocated Funds	GL
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Vocational/ Education/ COVID 19 Education	\$ 80,000	(\$40,000.00)	\$40,000.00	0.76%				\$40,000.00	300-63-559-8-3500
Homeless Assistance	\$ 50,000	\$0.00	\$50,000.00	0.96%				\$50,000.00	300-63-559-8-3110
Mental Health Support	\$ 100,000	\$0.00	\$100,000.00	1.91%				\$100,000.00	300-63-559-8-3400
Public Health	\$ 50,000	(\$10,000.00)	\$40,000.00	0.76%				\$40,000.00	300-61-559-8-1200
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GIS CDBG N32 Palatka Heights		\$35,973.00	\$35,973.00	0.69%		\$ 3,597.30	\$ 32,375.70	\$0.00	300-65-559-8-5130
Youth Council	\$ 23,000	(\$23,000.00)	\$0.00	0.00%				\$0.00	300-63-559-8-3300
Broadband	\$ 250,000	(\$250,000.00)	\$0.00	0.00%				\$0.00	300-65-559-8-1700
	\$ 5,234,421	\$0.00	\$ 5,234,421		\$ 490,115.08	\$ 205,506.46	\$ 3,637,978.76	\$ 900,820.70	

Funding Amount

\$ 5,234,421

Suggested Projects

\$ (5,234,421)

Remaining Balance

\$ -

Unencumbered Funds

\$580,000.00

Deadline to file Funding Report

April 30, 2022

Deadline to contract funds

December 31, 2024

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December 31, 2026

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Aid to Non-profit Organizations Suggested Procedures

1. A legal non-profit organization, with an office (current license) in the City of Palatka, Florida will send a request to the City Manager for an amount that will further the goals of the City, which would be to enhance the quality of life in the City of Palatka, Florida. Possible needs to be addressed may include the following: education, food, toys, mental health, animal care, arts, seniors, youth, homelessness, and utility assistance.
2. The City Clerk will be the intake office for the request, and will inform the City Manager, providing a copy of the request, as well.
3. The Finance Department will confirm that the non-profit organization is a valid entity through various means, such as Sun-biz (is registered with the state of Florida as a non-profit organization) and the IRS, etc.
4. The Legal Department determines that there is no conflict of interest between the Commissioners and the requesting non-profit.
5. The Legal Department determines that the purpose qualifies as in the “public” interest on which to spend ad valorem funds.
6. The Grants Division of the Finance Department will prepare the agenda item for the Commissioners to review and decide the appropriate course of action. The budget lines for dispersing funds will be stated in the agenda item, once it is confirmed that the funds are available.
7. If the Commissioners approve the request, Grants will create the requisition once the non-profit organization complies with any stipulations made by the Commission. The Finance Director will approve during the requisition process.
8. During the budget period, the Commission could consider setting aside an amount to be used for “aid to non-profit organizations”, either in a lump sum or by elected officials. This would be the amount from which requests would be paid from when the verification process has been successfully completed.
9. Grants will meet with the Financial Services Supervisor to confirm all stipulations have been met before preparing for payment.
10. Grants would review requests for funds to ensure the resolution is being adhered to before the funds are dispersed, and the documentation is appropriate.

DISCUSSION/DIRECTION - RESOLUTION 2024-R-138 authorizing a donation to the Palatka Police Athletic League (PAL) to assist with the Palatka PAL Teen Summit and the Youth Directors Conference and authorizing a FY 2023-24 budget transfer to accommodate same. The request is in the amount of \$16,000.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Lalita Thomas, Executive Director of the Palatka Police Athletic League has requested a donation in the amount of \$16,000 in support of the National PAL Youth Summit which was held in Charlotte, NC on June 26th-29th and the Youth Directors Conference and the upcoming Youth Directors Conference at Disney.

BACKGROUND

Support of the National PAL Youth Summit was discussed at the June 13, 2024 Commission meeting and recommendation was made that a formal presentation/request be made at the July 11th meeting for Commission consideration.

The National PAL Youth Summit was held on June 26-29th in Charlotte, NC. Twelve local teens and 5 chaperons attended the Summit. Palatka PAL is requesting financial support which will assist in registration fees, travel, lodging, and meals. The Summit provided an opportunity for local teens to interface with Community Leaders, Corporate Leaders, Renown and impactful Speakers in the areas of Leadership Development, Mentoring, Mental Health/Illness, Financial Literacy, College/Career Readiness, Social Media Awareness, Networking and Service Engagement.

An additional request for support is needed for the upcoming Youth Directors Conference at Disney.

PROJECT ANALYSIS

In the event the City Commission is interested in using funds from the American Rescue Plan for this request, the current ARPA allocations spreadsheet is attached with areas where there are unencumbered funding highlighted.

Staff Recommendation

Direct Staff on how the Commission wishes to proceed.

ATTACHMENTS

1.	2024-R-138 Donation to Palatka PAL
2.	2024 Leadership Mentor Summit Event Schedule
3.	City Agenda Request Form
4.	PAL - City Presentation 24v1
5.	ARPA Funds as of 7-2-24 unencumbered focus

RESOLUTION NO. 2024-R-138

**A RESOLUTION OF THE CITY OF PALATKA
AUTHORIZING A DONATION TO THE PALATKA POLICE
ATHLETIC LEAGUE; AUTHORIZING A FY 2023-24
BUDGET TRANSFER; AND PROVIDING FOR
SCRIVENER’S ERRORS**

WHEREAS, the City of Palatka recognizes the importance of our local Police Athletic League (PAL) program which helps to create connections between police and teens, promoting cooperation and trust; and

WHEREAS, Palatka PAL, a non-profit organization, has requested financial support from the City of Palatka in support of the National PAL Youth Summit and Florida PAL Youth Directors Conference at Disney ; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AS FOLLOWS:

Section 1. The City of Palatka hereby authorizes a donation to the Palatka PAL in the amount to be agreed upon by the Commission via a Motion .

Section 2. The City Commission further authorizes the following budget transfer:

GL Line	Description	Last Approved	Recommended Amendments	As Amended
				\$

GL Line	Description	Last Approved	Recommended Amendments	As Amended
		\$0		\$

Section 3. This resolution shall take effect immediately upon its adoption.

Section 4. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 11th day of July, 2024.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

**The Hoodie's House - National PAL Youth Leadership & Mentor Summit
Summit & Training Seminar Schedule of Events
The Hilton Charlotte University Place Hotel**

PLEASE NOTE INFORMATION LISTED BELOW IS SUBJECT TO CHANGE

Date	Time	Track	Topic	Speaker	Location
Wednesday, June 26th	2:00 p.m. - 6:00 p.m.	All	Registration	None	Lower Level of the Hotel
	6:00 p.m. - 7:00 p.m.	All	Hoodie's National Youth Leadership & Mentor Summit Kick-off Session	TBD	University Ballroom
	7:15 p.m. - 9:30 p.m.	All	Welcome Reception: *Lake *Cake & *Cream Social Event Casual Attire	Leadership & Mentor Summit Planning Committee, With a DJ	At the Lake, outside of the rear of the Hilton Hotel
	Dinner on your own				
Date	Time	Track	Topic	Speaker	Location
Thursday, June 27th	8:00 a.m. - 1:00 p.m.	All	Registration	None	
	7:30 a.m. - 8:45 a.m.	All	Breakfast (Provided)	None	Lakeshore Ballroom
	9:00 a.m. - 9:40 a.m.	All	Opening Convocation Welcome	Cheryl Hood Francis Hoodie's House Board Chair Kenny Ragland NPAL Board Chair Chief Johnny Jennings Charlotte Mecklenburg Police Department Fayrouz Saad Assistant Secretary of Homeland Security	University Ballroom
	9:45 a.m. - 10:45 a.m.	ALL	Human Trafficking Awareness and Blue Campaign	Cardell Morant, HSI - Charlotte SAC Erica Reid, Sr. Manager Blue Campaign Brandi Bynum, CCHT Unit Chief	University Ballroom
	10:45 a.m. - 10:55 a.m.	Break			
	11:00 a.m. - 12:00 p.m.	ALL	Know2Protect / CSEA / Sextortion Awareness	Cardell Morant, HSI - Charlotte SAC LaTonia Whitsett, CCHT Senior Advisor Brandi Bynum, CCHT Unit Chief	University Ballroom
	12:00 p.m. - 1:30 p.m.	All	Lunch (Provided)		Lakeshore Ballroom
	1:30 p.m. - 2:30 p.m.	ALL	Your Mental Matters!	Nathan Harmon Your Life Speaks, LLC	University Ballroom
	3:00 p.m. - 4:30 p.m.	ALL	UNC - Charlotte Exploration Self Guided Tours		University of North Carolina - Charlotte
	Dinner on your own	All			
Friday, June 28th	7:30 a.m. - 8:45 a.m.	All	Breakfast (Provided)	None	Lakeshore Ballroom
	9:00 a.m. - 9:10 a.m.	All	Morning Announcements		University Ballroom
	9:10 a.m. - 10:10 a.m.	ALL	A Conversation with the McLeod Centers on Substance Education and Awareness	McLeod Centers For WellBeing	University Ballroom
	10:15 a.m. - 11:15 a.m.	All	Career Awareness & Exploration	TSA, FEMA Corp., ICE, Air Marshall, US Army	University Ballroom
	11:15 a.m. - 11:45 a.m.	All	Career Awareness & Exploration Vendor Exchange	TSA, FEMA Corp., ICE, Air Marshall, US Army	TBD
	11:45 a.m. - 1:00 p.m.	All	Lunch (Provided)		Lakeshore Ballroom

	1:00 p.m. - 2:00 p.m.	ALL	The Truist Financial Literacy Wellness Program	Tina Bryant-Gaither, Sr. VP Truist Financial Community Development Manager	University Ballroom
	2:00 p.m. - 2:10 p.m.	Break			
	2:10 p.m. - 3:10 p.m.	All	Leadership in one word: INFLUENCE	Nathan Harmon	University Ballroom
	3:10 p.m. - 3:15 p.m.	Break/Transition Period			University Ballroom
	3:15 p.m. - 4:30 p.m.	ALL	*Youth of Promise (Boys) Panel Discussion *Youth of Promise (Girls) Panel Discussion	Joan Higginbotham Former NASA Astronaut Karinda Washington Homeland Security Andrea Stinson Former WNBA Great Spencer Merriweather Charlotte District Attorney Joe Padilla Ass't Federal Security Dir. TSA Charlotte Seith Spiers Secret Service	University Ballroom (Boys) Lakeshore Ballroom (Girls)
	Dinner on your own				
Saturday, June 29th	7:30 a.m. - 8:45 a.m.	All	Breakfast (Provided)		Lakeshore Ballroom
	9:00 a.m. - 9:15 a.m.	All	Morning Announcements		University Ballroom
	9:15 a.m. - 10:00 a.m.	All	Public Success - Private Failures	Coach Corey Baker Harding High School	University Ballroom
	10:00 a.m. - 10:10 a.m.	Break			
	10:15 a.m. - 11:15 a.m.	ALL	Inspiring Greatness: Mentoring Youth to Become Leaders of Tomorrow	Ericia R. Turner Ericia R. Turner Executive Coaching & Leadership Development, LLC	University Ballroom
	11:15 a.m. - 11:25 a.m.	Break			
	11:30 a.m. - 12:15 p.m.	ALL	Closing Keynote Remarks	Kenston Griffin Dreambuilders Communication, Inc.	University Ballroom
	12:15 p.m. - 1:00 p.m.	All	Lunch (Provided)		Lakeshore Ballroom
				Safe Travels Home!	



Regular meetings 2nd and 4th Thursdays of each month
at 6:00 PM

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2nd Street, Palatka 32177), or e-mail (skrantz@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request. Materials submitted for the Commission's review during the meeting may not be considered as this does not give the Commission or Staff adequate time to read or consider such material. If you plan to make a PowerPoint presentation, please submit your media (thumb drive, DVD, etc.) to the Clerk's Office in advance. If the request to be placed on the agenda is granted, you will be allowed 5 minutes to present your item to the Commission.

Meeting agendas close at 12:00 noon on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. **Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date.* If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.

Name of Individual, Organization and/or Group making presentation or request: Lalita Thomas – Palatka Police Athletic League, Inc

Address: 110 N 11th Street e-mail palatkapal@gmail.com

Daytime Phone 386-546-0011 Other ph. _____ Fax _____

*Requested meeting date: July 11, 2024 _____

☒ Request for Commission Action; OR ☐ Presentation Only; no action required

Subject Matter you wish to address: Support for Palatka PAL Youth Conference

(attach additional sheet if necessary)

Commission Action Requested, if any: approval of funding to support

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.0105

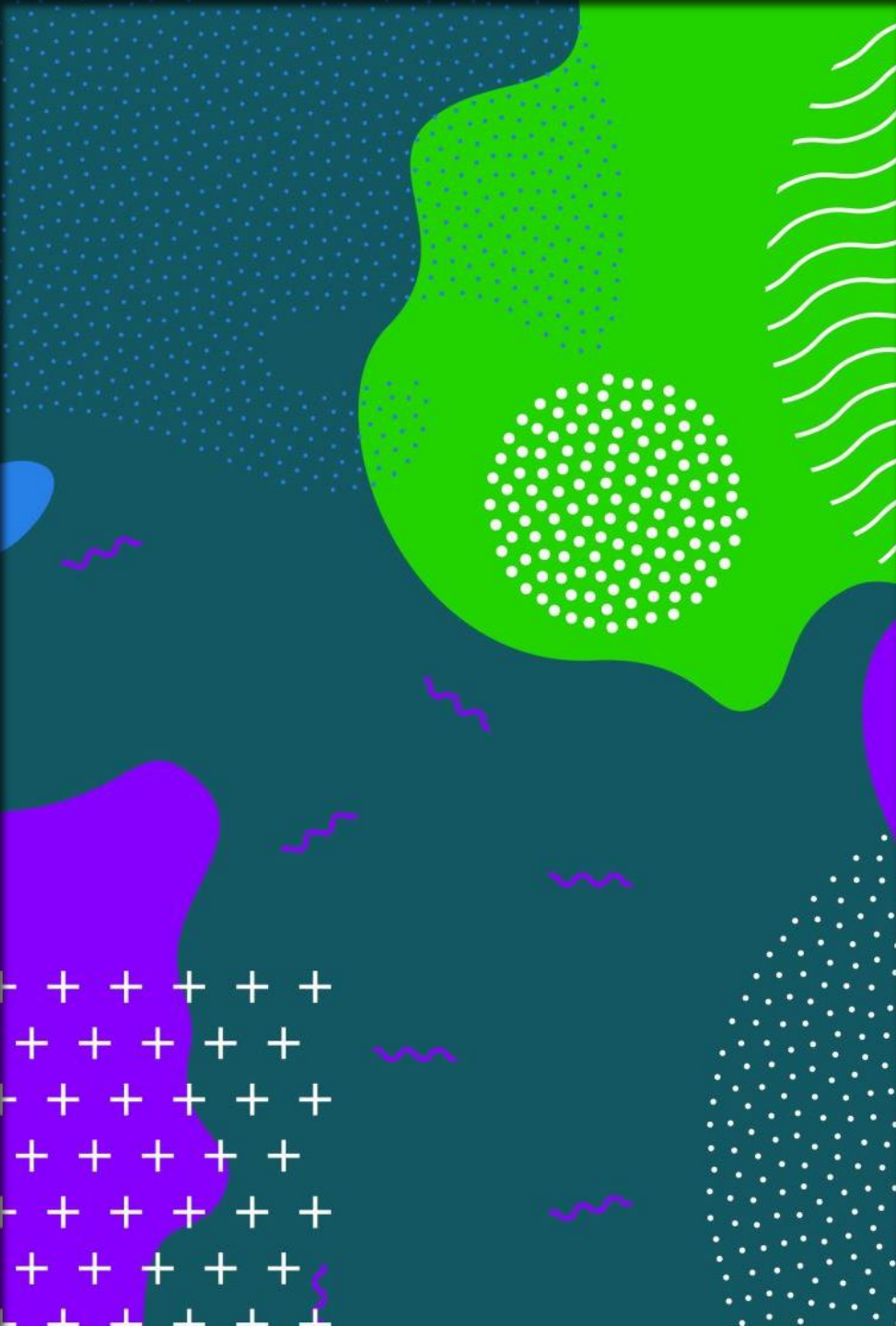
201 N. 2nd STREET • PALATKA, FLORIDA • 32177

PHONE: 386-329-0100

www.palatka-fl.gov

FAX: 386-329-0106

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PALATKA POLICE ATHLETIC LEAGUE

PAL is the oldest and largest **law** enforcement based youth crime prevention program in America!!

Palatka PAL is a chapter member of State and National PAL

WHO ARE WE

Mentoring Program that services at-risk/high-risk youth, ages 7 to 18

Meet 2nd and 4th Sundays from 3 to 5 at the Calvary Family Life Center.

Annual Teen Summit that is held in June.

Average cost of the trip per person is around \$750. This includes: lodging, meals, transportation and registration. (based on location)

MENTOR PROGRAM

Welcome to the National Youth Leadership & Mentor Summit



MENTOR PROGRAM



WASHINGTON, DC YOUTH SUMMIT



2024 National PAL Youth Mentoring Summit Travel Summary

PAL Chapter

Palatka PAL

<u>Item</u>	<u>-</u>	<u>Total</u>
Participation Fee (\$450/person)	16	\$7,200.00
Flights		
Local Transportation		
Summit Transportation		
Airport Parking		
Rental Car		
Per Diem		
6/25-6/29 (\$166.50/person)	16	\$2,664.00
6/26-6/29 (\$97.50/person)		
6/26-6/30 (\$166.50/person)		
6/25-6/30 (\$235.50/person)		
Hotel (not to exceed \$129 per night before tax)		\$4,014.09
Total		\$13,878.09

TRAVEL SUMMARY

YOUTH DIRECTORS COUNCILS

- ▶ A group established by the State of Florida Police Athletic League
- ▶ Provides Leadership Training
- ▶ Youth Ages 11 to 18
- ▶ Qualifies to attend Youth Conference at Disney
- ▶ Conference is lead by the Youth



Chloe Dasher
Florida PAL Girl of the Year



Youth Directors Conference Disney Travel Summary

PAL Chapter

Palatka PAL

<u>Item</u>	-	<u>Total</u>
Participation Fee, Lodging and Meals	4	\$3,585.50
Local Transportation		
Total		\$3,585.50

TRAVEL SUMMARY

Total travel cost for two conferences
\$17, 463.59

TOTAL TRAVEL SUMMARY

THANK YOU
CITY OF PALATKA
FOR YOUR SUPPORT



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Funding Amount

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Suggested Projects

\$ (5,234,421)

Remaining Balance

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ADOPT RESOLUTION 2024-R-139 authorizing a non-ad valorem assessments to partially fund the cost of availability of fire protection services

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

This is a public hearing item. This is a request to approve the necessary annual assessment resolution, adopting the non-ad valorem assessment roll for the Fire Service Assessment; after the City Commission listens to public comment at the annual public hearing.

BACKGROUND

This Resolution will be adopted pursuant to City Ordinance No. 15-14 (the "Assessment Ordinance"), City Resolution No. 2015-11-19 (as amended, supplemented and confirmed from time to time, the "Initial Annual Assessment Resolution"), sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

As coordinated with the City management and the City Commission, notice of the public hearing to consider the proposed assessment rates has been timely published for the July 11, 2024 regular City Commission meeting. The rates of assessment being used are the same rates as for the current fiscal year (FY 2023-24) in the amount of \$125.00 per tax parcel (Tier 2) with the remaining additional amount funded by the same rate as last year based on relative value of improvement for each Tax Parcel (for more variable costs) and is \$2.46 per thousand dollars of improvements, or fraction thereof, for each Tax Parcel as reflected in the Tax Roll (Tier 1); this is based upon the estimate that such rates will generate net revenue of approximately \$2,122,185 (this net amount will be updated before certification to the local tax collector in September). The overall budgetary impact of this Annual Assessment Resolution is material and substantial. As a general rule, every dollar of fire department costs not assessed will consume a concomitant dollar of general revenue from the City's property tax proceeds or cause a reduction in level of service.

An abbreviated Executive Summary or evidentiary report has been provided before the public hearing and is substantially similar to that for previous years. This agenda item carries out general City Commission multiple-year fiscal stewardship goals of stabilizing the City property tax rate, initially and continually working to build up depleted City reserves, and sharing constant costs of fire protection availability more broadly. At the continuing direction of the City Commission, staff will continue annual internal review on how to better keep up with rising costs, the value of purchasing power, and better accomplishing the fiscal stewardship goals this autumn and winter. All rates are the same since 2015 for FY 2024-25.

Anticipated assessment collections have efficiently occurred as budgeted. Using the same rates for many years, and the same exemptions does have consequences; and this circumstance and

others have been and will be revisited for institutional properties like churches and the housing authority again for the next budget year. Staff continues to work to reconcile equitable discrepancies, and means to generate more revenues for the City. The collection on the same bill as taxes continues to work smoothly and the assessments are being collected through the Tax Collector's office per general law. The Property Appraiser still declines to include extraordinary notice of these non-ad valorem assessments on the annual TRIM notice. This is his option under general law. City staff will continue to inquire each spring. Very few hardship applicants have participated or attempted to qualify. Going forward, hardship determinations continue to be available to constituents and for the City to implement until property taxes go delinquent each year. The City's website has been updated and the interactive Quick-Search engine also shows amounts to be due for every tax parcel. This information can always be accessed by a smart phone or reprinted from any computer via the internet.

PROJECT ANALYSIS

Budget Impact

Revenue associated with the Fire Services Assessment will be reflected in the FY 2024-25 Budget.

Staff Recommendation

Consider brief presentation by our special counsel as a part of the public hearing; listen to any comments, close the hearing and allow for your counsel to address any clarifications, if necessary. Then deliberate. It is recommended the City Commission approve and adopt the Annual Assessment Resolution for the Fire Service Assessment.

ATTACHMENTS

1.	2024-R-139 Fire Assessment Resolution
2.	Annual Executive Summary
3.	Legal notice

RESOLUTION NO2024-R-139

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, APPROVING THE FISCAL YEAR 2024-25 NON-AD VALOREM ASSESSMENT ROLL FOR FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS; DIRECTING CERTIFICATION OF THE ASSESSMENT ROLL AND COLLECTION PURSUANT TO THE UNIFORM ASSESSMENT COLLECTION ACT; CONFIRMING REQUIRED STATUTORY NOTICE AND IMPOSING AND LEVYING FIRE SERVICE ASSESSMENTS; PROVIDING DIRECTIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, AS FOLLOWS:

ARTICLE I INTRODUCTION

SECTION 1.01. AUTHORITY. This Resolution of the City Commission (the "Commission") of City of Palatka, Florida (the "City") is adopted pursuant to City Ordinance No. 15-14 (the "Assessment Ordinance"), City Resolution No. 2015-11-19 (as may be amended, supplemented and confirmed from time to time, the "Initial Annual Assessment Resolution"), sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 1.02. DEFINITIONS. This Resolution is the Annual Assessment Resolution for the Fiscal Year (sometimes also called the budget year) commencing October 1, 2024, contemplated by Section 2.05 of the Assessment Ordinance. All capitalized words and terms not otherwise defined herein shall have the meanings set forth in the Assessment Ordinance and the Initial Annual Assessment Resolution.

SECTION 1.03. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) Pursuant to the Assessment Ordinance, the City adopted the Initial Annual Assessment Resolution imposing special assessments to provide for the funding of fire protection services, facilities and programs, and providing for annual collection thereof pursuant to the direct billing method of collection described in Article III of the Assessment Ordinance.

(B) Prior to commencing collection, the City obtained a judicial determination from the Circuit Court of the Seventh Judicial District of the State of Florida in and for Putnam County that validated and confirmed, among other things, the legality and validity of the Assessment Ordinance, the Initial Annual Assessment Resolution, the reasoned ability to legally rely upon the imposition of special assessments in the form of Fire Service Assessments to annually fund fire protection essential services and fund and finance associated capital improvements and equipment, the method of apportioning the Fire Service Assessments among the real property subject thereto, the burdens relieved and special benefit conveyed by the fire protection services and facilities funded in part through the Fire Service Assessments, the superior nature of lien of the Fire Service Assessments and the legality of all proceedings and matters in connection therewith (the "Final Judgment"). Each property owner was then provided a direct-mailed bill for Fiscal Year 2015-16 specific to each property assessed and additional notice and information concerning the anticipated non-ad valorem Fire Service Assessment for Fiscal Year 2016-17. On March 26, 2016, an additional notice was published in a newspaper of general circulation. Such notices briefly explained the collection process for an amount equivalent to any unpaid amount due and how the City Commission expected to collect unpaid assessments or amounts equivalent thereto which otherwise create City budget shortfalls and diminish operating reserves, as well as fund and collect future year's Fire Service Assessments. All such assessments were collected, without loss of property. For each Fiscal Year since, the City has complied with and employed the Uniform Method of Collection of Fire Service Assessments.

(C) The Assessment Ordinance provides for the adoption each year of an Annual Assessment Resolution approving, confirming or amending the Fire Service Assessment Roll. This Resolution accomplishes such activity.

(D) The City has duly scheduled and provided published and other extraordinary notice of a public hearing for July 11, 2024, to consider adoption of the Fire Service Assessment Roll for Fiscal Year 2024-25 and included a statement of intent not to increase the rate of assessment.

(E) Notice required by law of such public hearing was published in compliance with Section 2.04 of the Assessment Ordinance and the Uniform Collection Assessment Act on or before June 20, 2024, and proof of publication is attached hereto as Appendix A.

(F) Additional and extraordinary interactive notice has also been made available on the internet on the City's website at: <https://quicksearch.ennead-data.com/palatka> and www.palatka-fl.gov/fireassessment with additional access available via computer terminal upon request available during business hours to the public at City Hall.

(G) The Fire Service Assessment Roll (along with additional explanatory information on the City's website) has heretofore and continues to be made available for inspection by the public. All notice required to be provided to a property owner in the manner required by the Uniform Assessment Collection Act and the Assessment Ordinance has been duly provided.

(H) On or before July 11, 2024, at a duly scheduled and noticed meeting, the City Commission again acknowledges receiving and reviewing a fire budget and assessment review update summary prepared by Ennead, LLC (the "Executive Summary and has considered same along with advice and input from City officials and staff, as part of the budget consideration process for use of the Fire Service Assessment as a component part of the overall annual City budget by confirming proposed rates of assessments, and accordingly provided direction.

(I) A public hearing was held on July 11, 2024, and comments, concerns and objections of all interested persons have been duly received, heard and considered. Additionally, the City Commission again reviewed the updated Executive Summary and all matters referenced and incorporated therein. All of the foregoing has been considered in the context of public discussion or comment upon the subject of funding fire protection services, facilities and programs at regularly scheduled meetings and workshops of the City Commission on several occasions including April 9, 2015, July 9, 2015, July 23, 2015, August 6, 2015, August 18, 2015, September 10, 2015, September 24, 2015, October 22, 2015, March 24, 2016, April 14, 2016, July 27, 2017, August 31, 2017, July 12, 2018, August 9, 2018, July 18, 2019, August 8, 2019, July 23, 2020, August 27, 2020, July 22, 2021, August 25, 2022, and July 27, 2023, as well as the overall fiscal and other circumstances of the City.

(J) The Assessments contemplated in this Resolution are imposed by the City Commission, not the Property Appraiser or Tax Collector. Any activity of the Property Appraiser or Tax Collector under the provisions of this Resolution shall be construed solely as ministerial.

(K) The Final Judgment expressly provides that "[t]he Fire Service Assessments are not imposed by the Putnam County Property Appraiser or the Putnam County Tax Collector. The statutory duties of the property appraiser and the tax collector are unaffected by the City's use of information produced by such entities. Any duties of the property appraiser or the tax collector in regard to the collection of the Fire Service Assessments under section 197.3632, [Florida Statutes], are wholly ministerial and the property appraiser and the tax collector are without any discretion with regard to the collection of Fire Service Assessments on the tax notice once the City elects to use this method and complies with the requirements of the statute." The City has fairly and carefully complied with the Assessment Ordinance and all general law provisions.

(L) The legislative determinations and findings set forth in the Initial Annual Assessment Resolution, as amended, and the Final Judgment have again been considered and are also hereby in context incorporated herein by reference.

(M) The City Commission hereby finds and determines that the Fire Service Assessments to be imposed in accordance with this Resolution provide a proper and equitable method of funding associated fire protection services and facilities by fairly and reasonably allocating a portion of the cost thereof among specially benefitted property.

ARTICLE II ASSESSMENT

SECTION 2.01. RATIFICATION AND CONFIRMATION. The benefits to property and methods of apportionment provided for herein, and the use of proceeds of the non-ad valorem assessment to pay for capital equipment and facilities have previously been judicially validated as for proper, legal and paramount public purposes and fully authorized by law by the Circuit Court of the Seventh Judicial District of the State of Florida in and for Putnam County; and, are hereby ratified, confirmed and advanced as being employed and similarly used by and for the purposes of this Resolution. For the purposes of supporting and adopting this Resolution the determinations in the foregoing Final Judgment, and the Initial Annual Assessment Resolution are

each also hereby supplementally incorporated herein by reference and ratified and confirmed under the circumstances and timing required to govern effectively as relevant and applicable.

SECTION 2.02. PROCEDURAL COMPLAINE.

(A) The Assessment Coordinator has caused to be prepared a preliminary Fire Service Assessment Roll that contains the following information:

(1) a summary description of each Tax Parcel (conforming to the description contained on a recently certified Tax Roll prepared and maintained by the Property Appraiser for the purpose of levying and collecting ad valorem taxes) which is intended to be subject to the Fire Service Assessment;

(2) the name of the owner of record of each Tax Parcel, as shown on the most recent certified Tax Roll, which will be updated in normal course prior to any certification of the Assessment Roll to the Tax Collector; and

(3) the proposed amount of the total Fire Service Assessment for each affected Tax Parcel for the fiscal year commencing October 1, 2024, exclusive of anticipated costs of collection and administration.

(B) In the event the City also imposes or collects an impact fee upon new growth or development for capital improvements related to fire protection, the special assessments provided for hereunder shall not include costs attributable to capital improvements necessitated by new growth or development which were included in the computation of such impact fee, or which are otherwise funded by such impact fee.

(C) Copies of the Assessment Ordinance, this Resolution and the preliminary Fire Service Assessment Roll have been made available in the City Clerk's office at 201 North Second Street, Palatka, Florida or have been open to public inspection in a manner consistent with the Assessment Ordinance. The purpose of the assessment, amount of the proposed rates of assessment for each Tax Parcel, and all other necessary information was noticed by publication and at or through the City's website and accessible through the internet at <http://quicksearch.ennead-data.com/palatka> and www.palatka-fl.gov/fireassessment and at the City Clerk's office located at City Hall, 201 N. Second Street, Palatka, Florida.

(D) The City Commission duly provided the publication of notice of a public hearing in the manner and time provided in the Assessment Ordinance. Proof of publication of the notice is attached hereto as Appendix A.

(E) The Assessment Roll shall be necessarily updated from time to time in due course, to show changes in parcel configuration or other administrative corrections. In the event the Assessment Coordinator makes any exemptions, administrative hardship deferrals or other similar modifications to the Assessment Roll authorized by the Assessment Ordinance, this Resolution or otherwise, funding for such changes to the Assessment Roll shall be funded by legally available funds other than direct proceeds of the Assessments. Such changes shall not require any recalculation or change in the rate or rates of assessment otherwise considered or adopted pursuant to the Assessment Ordinance or this Annual Assessment Resolution.

(F) A public hearing was duly held on July 11, 2024, commencing at or about 6 p.m. in City Hall Commission Chambers, 201 N. Second Street, Palatka, Florida, at which time the Commission received and considered information and comments on the Fire Service Assessments from City officials, staff, experts and advisors, as well as the public and affected property owners, and considered imposing Fire Service Assessments and the method of collection thereof as required by the Assessment Ordinance.

SECTION 2.03. ESTIMATED FIRE SERVICE ASSESSED COST; RATE OF ASSESSMENT.

(A) The estimated Fire Service Assessed Cost, exclusive of the nominal City administrative charge to defray its costs of collection and annual administration, to be recovered through Fire Service Assessments for the Fiscal Year commencing October 1, 2024, is \$2,214,750 and net of exemptions for institutional properties is \$2,122,185. This includes:

(B) The Tier 1 Assessment, net of exemptions herein, of \$1,639,560 based on relative value of improvement for each Tax Parcel (for more variable costs) and the Tier 2 Assessment, net of exemptions herein, of \$482,625 assessed per Tax Parcel (for more fixed, readiness to serve costs).

(C) The Fire Service Assessments established in this Annual Assessment Resolution are determined by the assessment rates prepared for consideration by the public and City

Commission in the preparation of the Fire Service Assessment Roll for the Fiscal Year commencing October 1, 2024.

(D) The rate of Fire Service Assessment will remain the same as for the current Fiscal Year and is (1) \$2.46 per thousand dollars of improvements, or fraction thereof, for each Tax Parcel as reflected in the Tax Roll (Tier 1), plus (2) \$125.00 per Tax Parcel (Tier 2). Accordingly, the rate of assessments has not increased since inception a decade ago.

SECTION 2.04. IMPOSITION OF ASSESSMENTS.

(A) Upon adoption hereof, Fire Service Assessments are to be levied and imposed throughout the entire area within the boundaries of the City and this Resolution shall be deemed to be adopted and confirmed for all purposes.

(B) Fire Service Assessments shall be imposed against Tax Parcels located within the City, the annual amount of which shall be computed for each Tax Parcel in accordance with this Resolution. When imposed, the Fire Service Assessment for each Fiscal Year shall constitute a lien upon Assessed Property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments as provided in the Assessment Ordinance.

(C) As provided for herein, the Fire Service Assessed Cost shall be apportioned among all Tax Parcels within the City, not otherwise exempted hereunder, and including any statutorily defined parcels such as individual condominium or cooperative units with extraordinary alienability. The estimated Fire Service Assessed Cost and rate of Fire Service Assessment shall be that described in Section 2.03 hereof.

(D) In the same manner as in the current Fiscal Year, the City Commission determines to separately and additionally charge, impose and levy an administrative and collection amount per Tax Parcel of \$5.00 as a part of the assessment to defray its costs of collection and annual administration.

(E) The method of determining the Fire Service Assessments as set forth in this Annual Assessment Resolution is a fair and reasonable method to share costs and benefits of collection, administration, and the continuous availability of fire protection services, facilities and programs, among Tax Parcels of Assessed Property located within the City.

(F) The Fire Service Assessment Roll is hereby approved, and shall be modified, adjusted and certified as provided in the Assessment Ordinance and this Resolution.

(G) Collection of the Fire Service Assessments shall take place pursuant to the uniform billing method of collection described in Article III of the Assessment Ordinance.

SECTION 2.05. DIRECTION CONCERNING INTERIM ASSESSMENTS.

(A) Pursuant to Section 2.13 of the Ordinance an interim Assessment may be imposed against all property for which a Certificate of Occupancy is issued after adoption and confirmation of an Annual Assessment Resolution. The amount of the interim Assessment shall be calculated upon a monthly rate, which shall be one-twelfth of the annual rate for such property computed in accordance with the Annual Assessment Resolution for the Fiscal Year in which the Certificate of Occupancy is issued, with such monthly rate being imposed for each full calendar month remaining in the Fiscal Year after the issuance of the Certificate of Occupancy. The determination of the relative improvement value for each such Tax Parcel (Tier 1 rate) for the purposes of calculating any interim Assessment may be based upon the estimated value of improvements listed in any permit associated with the Certificate of Occupancy, or such other similarly available date as reasonably determined by the Assessment Coordinator for such interim period only. Issuance of a Certificate of Occupancy by mistake or inadvertence, without the payment in full of the interim Assessment, does not relieve the owner of such property of the obligation of full and timely payment. Such interim Assessment is due and payable on the date the Certificate of Occupancy was issued and constitutes a lien against such property as of that date. Said lien being equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments, and superior in rank and dignity to all other liens, encumbrances, titles and claims in and to or against the real property involved.

(B) As a matter of expediency and due to the relatively small amount of growth and disproportionately small amount of revenue to be collected, and the fact that assessment will be captured automatically in the ensuing Fiscal Year assessment, the City Commission makes the practical determination to not seek to collect any such unpaid interim assessments for the period prior to January 1, 2024. All costs for services and facilities attributable to same shall be paid for by legally available revenues other than any Fire Service Assessment proceeds.

SECTION 2.06. DIRECTION CONCERNING ANY EXEMPTION.

(A) Tax Parcels which are statutorily exempted from the payment of ad valorem taxes are in certain circumstances subject to the Fire Service Assessments contemplated hereunder. Tax Parcels classified or described by the Property Appraiser as institutionally tax exempt, including the following classifications: (1) vacant institutional, (2) churches & temples, (3) private schools & colleges, (4) privately-owned hospitals, (5) homes for the aged, (6) mortuary, cemetery & crematorium, (7) clubs, lodges & union halls, (8) sanitarium, convalescent & rest home, and (9) cultural organization facilities are all subject to the Fire Service Assessments contemplated hereunder. Provided, however, the City Commission recognizes the necessity to balance and manage the City's financial challenges with those of the property owners of the foregoing classifications of Tax Parcels, and the impacts of the request that those property owners also pay and contribute to support these essential services and capital which are available to all properties within the City. The City Commission does hereby determine and direct to continue to charge the foregoing classification of Tax Parcels for the upcoming fiscal year at a rate of fifty percent (50%) of the applicable Fire Service Assessment otherwise provided for herein; provided, however, the City Commission again directs revisiting this exemption during the next budget cycle, inasmuch as such exemption will cost the City general fund in excess of \$92,564 in the upcoming fiscal year.

(B) Tax parcels comprising Government Property are not subject to the Fire Service Assessments contemplated hereunder. Such Tax Parcels include those classified or described by the Property Appraiser as government-owned, including the following: (1) military, (2) forest, parks, recreational, (3) public county schools, (4) public colleges, (5) public hospitals, (6) other county-owned property, (7) other state-owned property, (8) other federal-owned property, and (9) other municipal-owned property. Provided, however, each such Government Property owner is authorized to be approached by the Mayor, or such person's designee, and asked to pay as a fee or charge an amount comparable to the Assessment for each such Government Property. Said amount may be invoiced annually, quarterly or monthly in accord with Section 3.04 of the Assessment Ordinance.

(C) The following Tax Parcel classifications are special designations used by the Property Appraiser for recordkeeping purposes and do not represent actual or assessable Tax Parcels and are not subject to the Fire Service Assessments contemplated hereunder, (1) common element, (2) header record, and (3) notes parcel.

(D) Certain Tax Parcels associated with the following classifications used by the Property Appraiser typically do not receive a special benefit from the provision of fire protection services and facilities or are infeasible or impractical to assess, and therefore are not subject to the Fire Service Assessments contemplated hereunder, (1) right-of-way, (2) rivers, lakes & submerged land, (3) sewage disposal & waste lands, and (4) outdoor recreation or parkland.

(E) The foregoing classifications of properties in this Section which are exempted are reasonably determined to be inappropriate, infeasible or impracticable to assess, and either benefit marginally or create a lesser or nominal demand or burden on the City's costs associated with readiness to serve, do not merit the expenditure of public funds to impose or collect the Fire Service Assessments, are tax exempt and/or otherwise generally serve in some respect to promote the public health, safety, morals, general welfare, security, prosperity and contentment of the inhabitants or residents of the City. The Assessment Coordinator, or such person's designee, is authorized and directed to use sound judgment in extending such determinations and guidance as the Fire Service Assessment Roll is collected. The foregoing classifications of properties not to be assessed do not include Government Property that is leased for private use.

(F) Certain Tax Parcels classified as agricultural lands have been statutorily exempted from the payment of special assessments for the provision of fire protection services pursuant to Chapter 170, Florida Statutes. However, the City's authority to impose its Fire Service Assessments derives from its home rule powers, and not Chapter 170, Florida Statutes. Any alternative means of apportionment or suggestion of limitation on imposition of assessments for fire protection services on certain agricultural parcels found in Chapter 170 is, by the terms of that Chapter, applicable only to assessments imposed pursuant to Chapter 170, which is supplemental and alternative to the City's home rule power. The Assessment Coordinator and Mayor are authorized to reach out to the two (2) property owners to secure such properties participation in this partial funding of the availability of fire protection, based upon the inapplicability of Chapter 170, Florida Statutes, to the City in this instance.

(G) Based upon the foregoing, there are relatively few exempt properties within the City. Using legally available funds other than the proceeds of the Fire Service Assessments, the City shall otherwise fund or contribute an amount equal to the Fire Service Assessments that would have been otherwise derived from such exempt properties.

(H) The City Commission has not increased or changed the rate for Fire Service Assessment or method of application thereof from the prior Fiscal Year. Provided, however, the City Commission reserves the right and ability in the future to impose Fire Service Assessments against any Tax Parcels determined to be exempt hereunder to the extent permitted by law, upon lack of reasonable cooperation or willingness to pay for a share of the Fire Service Assessment Cost, or otherwise in the event required or directed to do so by a court of competent jurisdiction.

SECTION 2.07. APPLICATION OF ASSESSMENT PROCEEDS.

Proceeds derived by the City from the Fire Service Assessments, after payment of costs and expenses associated with collection and administration of the Assessments, shall be utilized for the provision of fire protection related services, facilities, and programs associated with maintaining continual readiness to serve. In the event there is any fund balance remaining at the end of the Fiscal Year, such balance shall be carried forward and used only to fund costs associated with fire protection related services, facilities, and programs.

ARTICLE III GENERAL PROVISIONS

SECTION 3.01. EFFECT OF ADOPTION OF RESOLUTION.

The adoption of this Annual Assessment Resolution shall be the final adjudication of all matters and compliance presented (including, but not limited to, the method of apportionment and assessment, the rate or rates of assessment, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within twenty (20) days of the effective date hereof.

SECTION 3.02. DIRECTION AND AUTHORIZATION.

(A) The Mayor, City Manager, Financial Director, and the City's experts and advisors were directed in 2021 to confer and prepare a thoughtful recommendations as to other equitable revenue sources, and a means or path to adjust the Fire Service Assessment related rates, fees, and charges for the ensuing year, if any, including the consideration of a means to keep the productivity of the assessment in step with changes in cost of service, the City's overall budget, while securing the same or better availability and provision of service. This direction is again repeated; and will better inform and afford the City Commission time to consider, listen, become better informed, announce, make and implement any changes or adjustments later this year or early in 2025, if any, and provide more certainty to earlier City budgeting for Fiscal Year 2025-26.

(B) The Mayor, City Manager, Financial Director and all other City experts are each and all directed and authorized to act and undertake all activities on behalf of the City to accomplish all matters necessary to timely achieve the purposes and effect of this Resolution.

SECTION 3.03. CONFLICTS.

All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3.04. SEVERABILITY.

If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

SECTION 3.04. EFFECTIVE DATE.

This Resolution shall take effect immediately upon its adoption.

SECTION 3.05. SCRIVENER’S ERRORS.

The City Manager or designed, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this resolution. A corrected copy shall be posted in the public records by the City Clerk.

PASSED and ADOPTED by the City Commission of the City of Palatka, Florida, this 11th day of July 2024.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

APPENDIX A

**PROOF OF NOTICE OF PUBLICATION OF PUBLIC HEARING TO CONSIDER THE
CONTINUED ANNUAL IMPOSITION AND COLLECTION OF SPECIAL
ASSESSMENTS
TO FUND FIRE PROTECTION SERVICES AND FACILITIES**

Date: June 25, 2024

To: Mayor and City Commission Members
City of Palatka, Florida

From: Erin A. Pomeroy, Ennead, LLC

Re: 2024-25 Annual Summary Memorandum
Fire Budget and Assessment Review
City of Palatka, Florida

This is an Annual Summary Memorandum (the "Memorandum"), which among other things, summarizes a budget analysis, describes a simplified apportionment method and provides a funding (amount) scenario for decision-making purposes. This information then necessarily will allow for the resultant determination of the proposed assessment for any specific tax parcel, whether developed or undeveloped, in the entire community. This Memorandum also incorporates and references the Executive Summary Report, titled "Overview of Simplified Fire Protection Assessment Apportionment Strategy," which was submitted to the City of Palatka in 2015.

INTRODUCTION

The City of Palatka in Putnam County adopted a special assessment in August of 2015 to defray at least some part of the annual operating and capital costs associated with the Palatka Fire Department (PFD). Special assessments comprise a levy made against certain real property to recover all or part of the cost of a specific service or capital improvement deemed to benefit those real properties.

When the assessment program was adopted, it was understood the reasoning and the use of the simplified funding strategy and apportionment methodology (sometimes called "Simplified Fire"TM) underlying the program could remain unaltered or *evergreen*. Then each year the Simplified Fire methodology would be applied to other statutorily standardized and publicly maintained data certified to the Department of Revenue. This creates a sturdy, verifiable and self-correcting process year after year. We have reviewed emerging or preliminary budget data provided by the Finance Director. It is understood, however, that in the future, assessment rates or practices, the annual budget and conditions attributed to each tax parcel might change from year to year.

In brief, the methodology for calculating the assessment in Palatka stems from a series of considerations associated with the relative value of all improvements in the City, the number of tax parcels in the City subject to the assessment, and an allocation of the anticipated fire department budget reflecting two defined tiers of costs. As described in GAI Consultants, Inc. detailed report in 2015, the costs allocated to Tier 1 are those which are largely, but not exclusively, variable and indeterminate. The costs allocated to Tier 2 are largely recurring based on an expected staffing level necessary to maintain a certain standard of departmental readiness or preparedness. These latter costs are primarily labor costs and largely, but not altogether, fixed. The combination of both tiers in the adopted assessment program has logical and identified relationships to the benefits, burdens and costs associated with availability of service to the affected tax parcels, creating a strong, rational, and proportionate funding vehicle that can be further linked to, or supplemented by, other legally available resources.

This Memorandum comments on relevant legislation or case law associated with assessments generally, summarizes findings associated with a review of the anticipated fire department budget for FY 2024-25, and provides parameters for the upcoming assessment, assuring the methodology and procedures developed in the original Simplified Fire

analysis and previously implemented by the City are maintained.

LEGAL CONTEXT

Special Assessments in General, Florida Law. Special assessments are a dedicated revenue source available to general purpose local governments to fund capital improvements or essential services. While discussion of the law governing special assessments included herein should not be construed as a legal opinion, there are legal guidelines to draw upon in laying out an assessment methodology which conforms to accepted principles and practices necessary to achieve legal validity. As established by Florida case law, two requirements exist for the imposition of a valid special assessment.

- ▶ The property assessed must derive a *special benefit* from the improvement or service provided; and
- ▶ The assessment must be *fairly and reasonably apportioned* among the properties receiving the special benefit.

Under both Florida's case law and certain statutory components, it is well settled that the benefit required for a valid special assessment may be measured or benchmarked against something other than simply an increase in real property market value. The concept of benefit also includes the relief of a burden or demand created by property as well as added use and enjoyment of the real property. The benefits, then, can be conceptual, but they must be capable of being evaluated by some metric and being apportioned in some reasonable manner. It is not necessary that the benefits be direct or immediate, but they must be substantial, certain, and capable of being realized within a reasonable time.

The benefits must be distinguishable or different from those of non-assessed properties but they may coincidentally extend to non-assessed properties. Specifically, Florida's case law, as well as its statutory regime relating to special assessments, supports substantial latitude both in the means by which *benefit to or relief of burden created by* real property is identified and determined and the subsequent manner by which an assessment itself is *calculated or apportioned*. Though Florida law requires that special assessments funding improvements or services must be fairly and reasonably apportioned, the State's Supreme Court has held that the method of apportionment is immaterial and may vary provided the amount of the assessment for each property *does not exceed the proportional benefits it receives compared to other properties*. All of these relevant legal issues were addressed by the City before the local court before the City commenced the collections of its Fire Service Assessments several years ago and by law remain binding for the purpose of securing funding for capital infrastructure.

Judicial Approval of Simplified Fire in the City of Palatka. Mr. Lawson and Mr. Holmes (then City Attorney) took the City through a judicial validation procedure in 2015 which involved the City's Simplified Fire apportionment approach, and the City Commission proceeded only to collections once it had obtained a favorable ruling from the Circuit Court without appeal. On September 10, 2015, the Circuit Court in and for Putnam County validated proposed revenue bonds based on the imposition of fire protection assessments using the Simplified Fire method made available for the City's use and detailed in the original GAI report. This validation entailed a detailed and well-reasoned judicial approval of the assessments and the Simplified Fire apportionment methodology associated with them. The validation serves the function of, among other things, providing finality to the legality of the City's chosen assessment regime. This same Simplified Fire approach is the subject of this Memorandum.

The Fire Service Assessments, by law, are imposed by the City Commission, not the Property Appraiser or Tax Collector. Florida case law clearly provides that any collection activity of the Property Appraiser or Tax Collector provided for as a result of the City Commission imposing the Fire Service Assessments under the provisions of the City's Ordinance or Annual Assessment Resolution shall be construed solely as ministerial.

The Final Judgment expressly provides that "[t]he Fire Service Assessments are not imposed by the Putnam County Property Appraiser or the Putnam County Tax Collector. The statutory duties of the property appraiser and the tax collector are unaffected by the City's use of information produced by such entities. Any duties of the property

appraiser or the tax collector in regards to the collection of the Fire Service Assessments under section 197.3632 [Florida Statutes.] are wholly ministerial and the property appraiser and the tax collector are without any discretion with regard to the collection of Fire Service Assessments on the tax notice once the City elects to use this method and complies with the requirements of the statute.” This Memorandum features one in many actions of careful compliance with the Assessment Ordinance and all general law provisions.

OVERVIEW OF SIMPLIFIED FIRE APPORTIONMENT METHOD, RECENT DEVELOPMENTS

That local governments are afforded great latitude under Florida law with respect to legislative determinations concerning special benefit and reasonable apportionment is well settled law. No single apportionment methodology has emerged as preferable in the governing case law for a given service or improvement. So long as the apportionment is reasonable and not arbitrary, the assessment is generally capable of withstanding legal challenge.

The reasoned Simplified Fire assessment methodology described in this Memorandum has been expressly focused upon and judicially validated in circuit court by Mr. Lawson, including Hernando County (Brooksville), Pinellas County (St. Petersburg), and Polk County (Haines City), Bay County (Springfield, Panama City Beach and Panama City), Putnam County (City of Palatka) and Lee County (Lehigh Acres Fire Control and Rescue District). The concept was subjected to a challenge in 2015 and later upheld by the Florida Supreme Court. The Florida Supreme Court has expressly confirmed the use of the two-tiered approach and legal construct (here, relative improvement value and per tax parcel) upon which Simplified Fire is premised. In *Morris v. City of Cape Coral*, 163 So. 2d 1174 (Fla. 2015), the Supreme Court addressed a line of reasoning from prior cases, reiterating that the determination of whether a special assessment confers a special benefit on property is not based on whether the benefit is “unique” to that property, but instead whether there is a logical relationship between the assessment on a property and the benefit conferred upon that property. Decisions that seemed to indicate the contrary, including *St. Lucie County-Ft. Pierce Fire Prevention & Control District v. Higgs*, 141 So. 2d 744 (Fla. 1962), turned solely on invalid apportionment, not on inadequate benefit to property. This holding is similar to the argument made by the foregoing cities in their validations and in an independent *amicus curiae* brief filed in *Morris* by Haines City and Springfield (the “Municipalities”).

The Municipalities filed an *amicus* brief because the Cape Coral methodology in *Morris* had been taken, almost verbatim in some instances, from the methodology in reports and work previously prepared by Mr. Lawson, Dr. Beitsch and Ennead LLC and delivered to Haines City and Springfield and had been represented by Cape Coral in the circuit court as almost identical work and approach provided to other cities by Mr. Lawson, Dr. Beitsch, and Ennead LLC. In fact, Cape Coral’s expert testified at the trial level hearing that the methodology of the four cities where Mr. Lawson, GAI and Ennead LLC had previously developed each of those programs (including Brooksville and St. Petersburg alongside Springfield and Haines City) and validated the Simplified Fire methodology was “almost exactly the same” as the Cape Coral methodology. The Supreme Court opinion in *Morris* noted significant calculation errors made by Cape Coral (affecting some 8% of over 100,000 parcels) but determined that it could validate Cape Coral’s bonds and the fire assessment methodology despite such errors. In doing so the Supreme Court also adopted the logic and analysis in the *amicus* brief filed by Mark G. Lawson, P.A., for the Municipalities.

The wider impact of *Morris* is that the legal and conceptual use of a two-tiered Simplified Fire methodology presented in this Memorandum, and the ‘almost exactly the same’ method used in Cape Coral, has been determined legally sufficient, valid and approved by the Supreme Court on appeal as compliant with case law and thus not arbitrary nor invalid.

Morris should not be construed to mean that local governments considering the use of special assessments should adopt a particular apportionment methodology solely on the basis of its use elsewhere. The failure to perform a factual and reasoned analysis specific to a set of circumstances in each community can expose another community to legal and political challenges based upon factual differences and/or well-intentioned, but unnecessary use of raw public data. Florida’s local governments vary in their needs, composition, and policies. The well settled implication is local governments are free to select an apportionment methodology which provides competent and substantial

means to share the benefits, burdens, and costs of the fire protection budget and represents the best fit in terms of cost, ease of implementation, and political acceptance not only with respect to affected landowners, but also in consideration of the staff required and resources involved with maintenance of the assessment program from year to year.

The parcel identification and classification system required by law to be maintained by the local property appraiser and tax collector will always be sustained and updated over the years as properties within Palatka develop and change. The use of such classification and statutorily required end product of each community's mass appraisal system and description of tax parcels is publicly prepared, stable, readily accessible, reasonably consistent and accurate, maintained without cost to the City and capable of being used from year to year without extraordinary consumption of resources better expended to address other fire protection related issues. Accordingly, the assessment approach again contemplated by the City relies upon such system as a stable, reasoned and standardized resource. Attempts by other methods to focus on demand characteristics, call data, or timing or working data used by the Property Appraiser create complexities that Simplified Fire simply avoids. It is also prudent to note and remind that Mr. Lawson, along with Dr. Beitsch and Ennead LLC, in defining the Simplified Fire™ approach work to address legal validity in advance.¹

Importantly, the City's use of its Simplified Fire strategy and method should not create friction with the local Property Appraiser because it only uses data for tax parcel identification and valuation purposes in a context that is not foreign to that for which it was prepared. Smart and effective use of technology and processes already available industry-wide have made this process quite effective since its inception in the late 1980's.

BUDGET REVIEW

We have used the emerging 2024-25 PFD preliminary budget for analysis and planning purposes. As detailed in our original Executive Summary, we considered the possible impacts, if any, of advanced life support (ALS) and emergency medical services (EMS) of the City's fire budget because only first response medical aid routinely delivered by firefighters can be funded through special assessments using a "demand" based approach to apportionment. That is not necessarily the case where in Palatka the approach to apportionment is based upon the "availability of service and readiness to serve" simplified approach.

As is often the case with municipalities, the lines between first response and more intensive care may be blurred when examining the PFD budget. In Palatka, the role of life support and transport falls exclusively to the Putnam County Emergency Medical Services, meaning the cost of such services does not appear in the PFD budget.

Because the potential exists for EMS costs to bleed into Palatka's fire budget, even though there appears to be no direct manner in which this could happen, we have elected to exclude even the appearance of funding EMS services by further eliminating any costs associated with any training programs undertaken by the PFD. For example, this would conservatively include amounts budgeted for "Schooling, Conferences, etc." and an amount budgeted for "Training and Educational Expenses."

In order to ensure compliance with Florida case law regarding the funding of EMS, those costs would be funded instead by other legally available means and the balance of the budget would comprise legally assessable costs and be absorbed through the combination of Tier 1 and Tier 2 assessment revenues. Because of this cautious budget analysis, it can be reasoned plausibly and realistically that all costs in the adjusted or remaining PFD budget are

¹ An example of how not to address a non-ad valorem assessment is the City of Ocala. Murty, Jennifer Hunt. "Ocala's fire fee strategies were flawed from inception to \$80 million judgment: Eight years of closed-door deliberations between Ocala City Council members and their attorneys on this controversial episode are revealed." *Ocala Gazette*, Dec. 10, 2022, <https://www.ocalagazette.com/ocalas-fire-fee-strategies-were-flawed-from-inception-to-80-million-judgment/> Accessed July 19, 2023.

appropriate for recovery through special assessments in the manner described in this analysis.

The use of the adjusted PFD budget presents a conservative approach with exclusion of costs that might be construed to be in support of ALS excluded from the assessed cost associated with the Fire Service Assessment to avoid debate as to compliance with case law.

GUIDELINES FOR CURRENT ASSESSMENTS

It is well-settled in Florida case law that local governments, should they impose an assessment, are not required to fully fund that service or improvement through the special assessment itself. The local government may determine, entirely in its own discretion, to fund some portion of the overall cost with general fund or other legally available revenues. An example of other revenues would be impact fees charged to some new developments that may require the fire department to expend additional resources. To be clear, a local government may not impose an assessment for the same portion of capital items purchased with impact fees. For this reason, it was verified that the City of Palatka does not collect impact fees, and none are applied to expenditures found in the PFD budget.

The tables below summarize the percentage allocation between the two tiers that will generally be sustained by the City concerning the actual sum of the assessment anticipated to be adopted for the coming year.

Table 1: Approximate Fire Department Budget Funding Sources²

	Assessment	General Fund	Total
Distribution	58%	42%	100%
Dollar	\$2,122,185	\$1,511,960	\$3,634,145³

Table 2: Approximate Tier Allocation

	Tier 1	Tier 2	Total
Distribution	77%	23%	100%
Dollar	\$1,639,560	\$482,625	\$2,122,185

It is recognized that in the ongoing budget process the indicated sums may be modified. Insubstantial modifications to the budget used will not materially affect this analysis. Due to statutory notice requirements involved with the imposition of assessments, a substantial increase in the budget used will also not have a material effect on this analysis as all increases must be funded with other legally available funds. However, a large and substantial decrease in the budget provided by the City for our use may impact our analysis.

² Any costs that might be associated with advanced life support-related emergency medical services (ALS) will be paid for from the general fund.

³ Subject to final City budget adoption.

EXCLUSION OF CERTAIN PARCELS

Research reveals there are approximately 4,428 tax parcels within the boundaries of the City that are found in the Property Appraiser's records that are affected by the analysis and approach outlined herein. Among the 4,428 parcels, approximately 292 tax parcels may not benefit from fire protection services or are otherwise inappropriate or infeasible to assess based on physical configuration, such as submerged or undevelopable lands, or tax parcels with a Just Value of under \$5,000. These parcels have been removed from the roll. Of those remaining there are 211 tax parcels owned by governmental entities which must be excluded since "governmentally-owned" parcels which are used by the government for public purposes cannot be assessed. An additional 126 "institutionally-owned" tax parcels (e.g. churches, non-profits, etc.) have been partially exempted (50%) at the City's discretion as noted below. It is noted that one (1) tax parcel is designated as "agricultural" by the Putnam County Property Appraiser. These few parcels, classified as agricultural will be addressed in your annual resolution, and are set to be excluded from the 2024-25 assessment roll. They may or may not be subject to legislation affecting their assessment status after questionable changes in law became effective in 2017. Currently, any exemption or buy-down of these parcels is at the discretion of the City. Included in the 3,924 "assessable" tax parcels described above, are "confidential" tax parcels that have owner and address information that has been redacted at the request of the parcel owner. They are included in the analysis that is provided for the balance of the tax parcels.

In the past, the City mildly appealed to owners of governmentally-owned tax parcels to voluntarily pay their share of fire service costs with no success. It is unknown whether the City will appeal to these parcel's owners again. The City also approved, as a public policy, a 50% reduction in assessment charges to all institutionally-owned tax parcels, based on the assumption that an estimated 50% of their use serves a public purpose. Based on the City's prior public policy determination and direction, Fire Service Assessments for institutionally-owned tax parcels are calculated by summing Tier 1 and Tier 2 amounts for these parcels, and dividing that total by 50%.

Extraordinary effort has been made in each assessment period to identify institutionally-owned tax parcels whose Department of Revenue ("DOR") code designation did not indicate that they were institutionally-owned. This process is a time-consuming process that must be continued on an annual basis by the City, as this public data can be expected to vary from year to year. To further complicate this process, a parcel owner "naming convention" does not exist, so tax parcels cannot be sorted by traditional naming logic. For the purpose of developing the 2024-25 assessments, institutionally-owned parcels have been identified by Ennead LLC with the assistance of City staff and its Assessment Coordinator.

Amounts associated with exemption of tax parcels from the assessment typically should be funded through other legally available funds of the City.

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SUMMARY CONCLUSION

Determinations of relief of burdens caused by various tax parcels within the City, the benefit to property, the amount to be imposed for costs associated with the Fire Service Assessments, and the fair and reasonable apportionment of the Fire Service Assessments for the upcoming fiscal year are fairly documented and supported by, among other things, prior evidence, this updating Memorandum and the Final Judgment.

FUNDING EXAMPLES – PRELIMINARY ASSESSMENT ROLL

Using available certified data, ENNEAD LLC has developed the preliminary roll, which is available on-line by use of an interactive search feature, please see the City's website. This information is provided to accomplish transparency for all property owners and to assist the City Commission in its decision-making role and applies the same rate regime as approved last year.

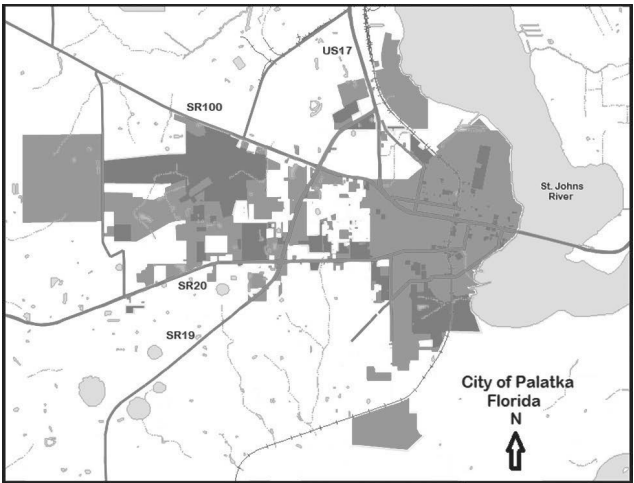
CONNECTION WITH PRIOR WORK

This Memorandum incorporates by reference GAI's prior Executive Summary from 2015 and work placed in the record before the City Commission at its public hearings on this matter over time. Consistent with that record, the content of this Memorandum provides a reasoned updated review and analysis of information, facts and circumstances associated only with the City of Palatka and is exclusively for the use by the City Commission of Palatka.⁴

cc: Troy Bell, City Manager
Marcia Carty, Finance Director
Chris Taylor, Fire Chief
Sunni Krantz, CMC
Dr. Owen M. Beitsch, GAI
Mark G. Lawson, P.A., Special Counsel

⁴ This information presents intellectual property made available for the use of the City, is copyrighted, and reproduction or use for any other purpose is prohibited.

CITY OF PALATKA
NOTICE OF ANNUAL HEARING
TO IMPOSE AND PROVIDE FOR COLLECTION OF
NON-AD VALOREM SPECIAL ASSESSMENTS TO FUND IN
PART THE COSTS ASSOCIATED WITH THE
CONTINUAL READINESS TO PROVIDE FIRE PROTECTION



The property subject to assessment lies within the City of Palatka, Florida.

For several years the City Commission of the City of Palatka, Florida (the "City"), has adopted a special or non-ad valorem assessment to defray a portion of the annual operating and capital costs associated with the Palatka Fire Department. The City Commission's goal was to put in place a supplemental and alternative means to deal with previous budget shortfalls and work to achieve financial sustainability, so that the rates of assessment for benefited parcels might supplementally, and more equitably and efficiently fund our City's annual budget and service mission. City policies, practices, the annual fire department budget, the overall budget for the City, and other conditions in making these fire protection services and facilities constantly available within our community continues to test our fiscal stewardship. Accordingly, provision of fire services, facilities, and improvements will in all likelihood continue next year to be funded, in part, by special non-ad-valorem assessments against property located within the City limits. The remainder of the fire protection budget can then be funded with other legally available revenues (most of which are limited ad valorem property taxes) of the City. This is a challenging balancing process this community must address annually. Please read further.

The special assessment rates for each parcel of property will be based on the same benefits or burdens analysis as last year which is associated with the availability of fire protection constantly made available every day to all tax parcels. The City will continue to use the same two-tier rate structure as last year, which was the subject of judicial approval prior to the initial bill for collection being sent in 2014. The City Commission does not propose to increase the rates of assessment in the coming fiscal year. Tier 1 is based on the relative improvements value associated with each tax parcel (no land value is generally used in this calculation) focused on variable and possibly some fixed costs. Tier 2 is a fixed rate per tax parcel focused on fixed costs. This annual approach has proven to be a good overall success for our City. Thank you.

If you wish to learn more, a more detailed description of the assessment program is available in City Ordinance No. 15-14 codified in Chapter 34, Article IV, of the City Code – Fire Prevention and Protection and may be found on the City's website.

On July 11, 2024, at 6:00 p.m. the City Commission will hold a public hearing in City Commission Chambers at City Hall, 201 N. Second Street, Palatka, Florida, for the purpose of receiving comments on the proposed annual assessments which by general law will be collected by the tax collector pursuant to the tax bill collection method authorized by Section 197.3632, Florida Statutes. You are invited to appear at the public hearing, and/or to file written objections with the City Clerk and addressed to the City Commission at the above address within 20 days of this notice. If you decide to appeal any decision made by the City Commission with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made.

Each parcel of property assigned an identification number by the County property appraiser is considered one (1) tax parcel. If approved by City Commission after the hearing, the rate of assessment for each tax parcel is proposed to be the sum of (i) \$2.46 per \$1,000 of the value of improvements attributed to the tax parcel by the County property appraiser (Tier 1), plus (ii) \$125.00 per tax parcel (Tier 2), together with (iii) a \$5.00 charge to share City administration and collection costs associated with the annual assessment. This is the same rate of assessment as imposed since 2014. The dollar amount and other information concerning the proposed non-ad valorem assessment attributable to each tax parcel in the City will also be available online at <http://quicksearch.ennead-data.com/palatka> and by computer terminal upon inquiry at the offices of the City Clerk, at City Hall. The total revenue the City expects to collect by the assessment, less adjustments for statutory discounts and amounts payable to the property appraiser and tax collector to be included in the collection process, is approximately \$2,122,186. This annual assessment is for the purpose of funding a portion of the continual readiness and availability of essential services and capital facilities and equipment associated with fire protection.

Payment is anticipated to be due and collected on the same bill as taxes to be mailed around November 1, 2024. This tax bill collection method is also sometimes called the uniform method of collection. As a courtesy reminder, please be reminded that until paid, the fire assessment will constitute a lien against assessed property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. Assessments become delinquent in the same manner as for unpaid taxes, and failure to pay the upcoming assessment will cause a tax certificate to be issued against the property which may result in loss of title. Reading this notice and explanation to learn more about how the City pays and collects for its services – and how it uses your financial support as a property owner – is certainly appreciated.

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN THE HEARING SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (386) 329-0100.

ADOPT ORDINANCE 2024-06 providing urban homesteading standards for the raising/keeping of Domestic Fowl in residential zoning areas and prohibiting roosters (2nd reading)

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

The City passed on first reading the attached Ordinance. During the first reading the Commission asked for the edit that 4 domestic fowl be allowed per residence. This change has been made.

BACKGROUND

Attorney's West's original staff report follows this page.

PROJECT ANALYSIS

Staff Recommendation

ADOPT ORDINANCE

ATTACHMENTS

1.	Business Impact Statement - Urban Homesteading Domestic Fowl
2.	Ord 2024-06 Urban Homesteading Domestic Fowl Ordinance.v2

ORDINANCE NO. 2024-06 creating urban homesteading standards for the raising and keeping of domestic fowl in residential zoning, prohibiting roosters; providing for conflicts, severability, repeal, scrivener's errors and an effective date.

STAFF REPORT

DATE: June 13, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The City of Palatka supports the ability for residents to engage in self-sustaining food production through the keeping of backyard chickens, and local ordinances that promote urban homesteading provide for food security and self-sufficiency for the residents of the City of Palatka. By sourcing eggs from backyard chickens, residents can reduce their dependency on expensive grocery store items and fluctuations due to inflation and avian bird flu.

According to the U.S. Department of Agriculture, the City of Palatka has a relatively high number of households (19%) without vehicles that are more than one-half mile from a supermarket, providing urban homesteading opportunities will allow these households to have more convenient access to fresh eggs.

Domestic fowl ordinances promote sustainable waste management because fowl consume kitchen scraps that would otherwise be thrown in the trash to rot, thereby resulting in an overall reduction of waste going to our landfill.

The act of tending to domestic fowl has been linked to reduce stress levels and an overall improvement in mental health and provides for an educational resource to children who may have a disconnect with where their food supply originates.

It is in the best interest for the health, safety and wellbeing of the residents of the City of Palatka and the domestic fowl to adopt specific regulations providing for guidance on the raising and keeping of domestic fowl; and it is recognized that roosters and other crowing fowl create a nuisance and shall be prohibited within city limits.

PROJECT ANALYSIS

Staff Recommendation

Approve the Urban Homesteading Standards Ordinance.

ATTACHMENTS

1.	Business Impact Statement
2.	Ordinance 2024-06

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "The Urban Homesteading Domestic Fowl Ordinance." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, PROVIDING URBAN HOMESTEADING STANDARDS FOR THE RAISING AND KEEPING OF DOMESTIC FOWL IN RESIDENTIAL ZONING, PROHIBITING ROOSTERS.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

¹ See Section 166.041(4)(c), Florida Statutes.

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The Urban Homesteading Domestic Fowl ordinances seeks to provide an opportunity for the residents of Palatka to engage in self-sustaining food production that will be less susceptible to price hikes due to inflation and other external factors. The standards establish safe and reasonable regulations on the keeping of domestic fowl, while also regulating the welfare of residents by prohibiting roosters that can create a nuisance.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

It is not anticipated that businesses will incur any direct compliance costs as the ordinance pertains to residents and residential zoning. There are no new charges or fees imposed by the proposed ordinance for which businesses would be responsible. It is not anticipated that the City will incur any additional regulatory costs as compliance is determined by code enforcement officers during their regular course of business.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: It is not anticipated that any businesses will be impacted by the proposed ordinance.

4. Additional information the governing body deems useful (if any): The passage of this ordinance may create niche industries that will result in an overall benefit to businesses within Palatka. Urban homesteading has been an explosive trend, especially in the growth of backyard chicken husbandry. This nationwide movement has resulted in local vendors expanding their inventory to include chicken coops, chicken feed and hatchery supplies. The opportunity to engage in hyper-local food resilience is also a private property consideration. Reforming our municipal code to allow citizens to manage their own food production and cut back on solid waste without the expenditure of public revenue, simply by leveraging landowner initiative. A notable number of households within the City limits already maintain chickens within residential areas. By providing guidance and standards, the City will establish safety and welfare standards for both the domestic fowl and residents. Given the myriad benefits of local food production, a city policy that allows people to make productive use of their private property falls squarely within the traditional values of American property law and the state of Florida's long-standing commitment to private property rights.

ORDINANCE NO. 2024-06

AN ORDINANCE OF THE CITY OF PALATKA, PROVIDING URBAN HOMESTEADING STANDARDS FOR THE RAISING AND KEEPING OF DOMESTIC FOWL IN RESIDENTIAL ZONING, PROHIBITING ROOSTERS; PROVIDING CONFLICTS, SEVERABILITY, REPEAL, SCRIVENER'S ERRORS AND AN EFFECTIVE DATE.

WHEREAS, the City of Palatka supports the ability for residents to engage in self-sustaining food production through the keeping of backyard chickens, and,

WHEREAS, local ordinances that promote urban homesteading provide for food security and self-sufficiency for the residents of the City of Palatka. By sourcing eggs from backyard chickens, residents can reduce their dependency on expensive grocery store items and fluctuations due to inflation and avian bird flu, and

WHEREAS, according to the U.S. Department of Agriculture, the City of Palatka has a relatively high number of households (19%) without vehicles that are more than one-half mile from a supermarket, providing urban homesteading opportunities will allow these households to have more convenient access to fresh eggs; and

WHEREAS, domestic fowl ordinances promote sustainable waste management because fowl consume kitchen scraps that would otherwise be thrown in the trash to rot, thereby resulting in an overall reduction of waste going to our landfill; and,

WHEREAS, the act of tending to domestic fowl has been linked to reduce stress levels and an overall improvement in mental health and provides for an educational resource to children who may have a disconnect with where their food supply originates; and

WHEREAS, it is in the best interest for the health, safety and wellbeing of the residents of the City of Palatka and the domestic fowl to adopt specific regulations providing for guidance on the raising and keeping of domestic fowl; and

WHEREAS, it is recognized that roosters and other crowing fowl create a nuisance and shall be prohibited within city limits; and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

- I. PROVIDING URBAN HOMESTEADING STANDARDS FOR THE RAISING AND KEEPING OF DOMESTIC FOWL IN RESIDENTIAL ZONING, PROHIBITING ROOSTERS. The City hereby adopts Section 14-18 Domestic Fowl, in the City of Palatka municipal code, which provides as follows:

Sec. 14-18. - Domestic Fowl

- (a) It shall be lawful to raise and keep domestic fowl, including chickens, geese, turkeys, ducks, guineas, and other domestic fowl, within all residential zoning in the corporate limits of the city, subject to the following standards:
 - (1) A limit of 4 (four) hens, which are kept or raised for personal use only, are allowed per single family residence.
 - (2) The keeping of roosters (defined as a male chicken of any age and generally characterized by an ability to crow) and any other crowing fowl, chicken or poultry is prohibited.
 - (3) The slaughtering of fowl is prohibited.
 - (4) The raising and keeping of all domestic fowl shall be done in such a manner so as not to create a public nuisance as defined herein.
 - (5) Hens shall be contained within a covered chicken coop or fenced pen area. The coop and or fenced pen area shall be located in the rear half of the residential lot behind the principal structure. It shall be unlawful for any person to allow hens to run at large

upon the streets, alleys or other public places of the city, or upon the property of any other person.

- (6) The coop and pen area shall be kept in a clean sanitary manner, free of insects and rodents, offensive odors (which shall not be detectable at property boundaries), excessive noise, or any other condition that could potentially cause a nuisance. Stored feed shall be secured in a rodent-proof and raccoon-proof enclosed container.
- (7) The coop and pen area must be situated closer to the chicken owner's dwelling than to any of the neighboring dwellings. A shelter shall not exceed 150 square feet in size and 8 feet in height.

- II. CONFLICTS. In any case in which a provision of this Ordinance is found to be in conflict with a provision of any other ordinance of this City, the provision that establishes the higher standards for promotion and protection of the health and safety of the people shall prevail.
- III. SEVERABILITY. If any section, subsection, sentence, clause, or provisions of this Ordinance is held invalid, the remainder of this Ordinance shall not be affected by such invalidity.
- IV. Repeal. All ordinances or parts of ordinances in conflict with this Ordinance are hereby REPEALED to the extent of such conflict.
- V. SCRIVENER'S ERRORS. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.
- VI. EFFECTIVE DATE. This Ordinance shall be deemed to be effective immediately upon adoption.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of June 2024.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 11th day of July, 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Case PB 23-20

Application for Future Land Use Map Amendment (FLUM) and rezoning for Azalea Place Subdivision, Phase II (Kelley Smith School Rd between Round Lake Rd and Gale Ln)

STAFF MEMO

DATE: July 3, 2024
TO: City Commission
FROM: Lorenzo Aghemo
Planning Director

This is a request for a small-scale Comprehensive Plan amendment and a Rezoning for a 3-lot residential subdivision located on the north side of Kelley Smith Road between Round Lake Road and Gale Lane totaling approximately 0.51 acres.

BACKGROUND

This item was discussed by the City Commission at the June 13 meeting and continued to the July 11 meeting in order for staff to add additional information and pictures of the property in question. The pictures are attached to this email, and they provide a view and perspective of the lots subject of the comprehensive plan amendment and rezoning. The following is a short chronology of events related to the parcel in order to provide the City Commission with a framework for considering the request.

- 1.- The parent parcel where the three lots were platted, was annexed into the City on June 9, 2005 through Ordinance No. 05-28.
- 2.- On October 12, 2022, a Lot Split application was filed and later approved by the City.
- 3.- On March 29, 2023, the County Property Appraiser assigned a new parcel number to the new created lot (09-10-26-0000-0710-0010)
- 4.- On April 4, 2023, Putnam County E911 Division assigned an address to the new lot: 134 Kelly Smith Rd, Palatka, FL 32177
- 5.- On February 9, 2023 the City Commission approved a request for 134 Kelly Smith Rd., to amend the future land use map from Commercial (COM) to Residential Low (RL) through Ordinance No. 2023-03; and, rezoned the property from General Commercial (C-1) to Single Family District (R-1) by adopting Ordinance N0. 2023-04
- 6.- Prior City approval of the site plan, Putnam County issued a building permit for a single-family house on November 2nd, 2023. The house is still under construction.

7.- On May 9, 2023, an application for a preliminary plat for a 3-lot residential subdivision on the remaining 5+ acres parcel was submitted to the City. The final plat application known as Azalea Place Subdivision, Phase II, was approved by the City Commission on March 14, 2024 through Resolution No. 2024-R-57.

I have met with Mr. Wise who spoke at the June 13 City Commission meeting and provided him with information and explanation regarding the property in question. Mr. Wise did not know that the lot at 134 Kelly Smith School Road was previously rezoned to R-1 by the City and, was satisfied that the process followed all Code requirements.

STAFF RECOMMENDATION

Staff recommend adoption of Ordinance No. 2024-07 and Ordinance No. 2024-08.

Case PB 23-20 – Amend Land Use and Rezone 0.5+/- acres at 7341 Crill Avenue
Address: a portion of 7341 Crill Avenue, approx. 0.5 acres
Applicant: JJJT1, LLC
Agent: Tobi McGuigan

STAFF REPORT

DATE: June 13, 2024
TO: City Commission
FROM: Planning Director

APPLICATION REQUEST

This is a request for a small-scale Comprehensive Plan Amendment on three parcels totaling 0.5+/- acres on Kelley Smith School Road to amend the future land use and zoning. The request is to change the existing future land use from Commercial (COM) to Residential Low (RL), and to change the existing zoning from General Commercial (C-1), to Residential Single Family (R-1). The parcels are proposed to be developed as single-family homes. The requested zoning on the application is listed as R-1A, but the applicant has indicated they wish to pursue R-1 zoning.

Public notice issued by the city included legal advertisement in the *Palatka Daily News*, property posting, and mailed notices to property owners within 150 feet of the subject property.

Background

The property is currently within the city limits of Palatka and is vacant. Originally part of the larger commercial parcel to the north, the subject parcels were recently approved to be platted by the Planning Board Feb. 6, and will go to the City Commission for final approval Mar. 14. The proposed homes will be connected to municipal water and sewer available nearby.

This area contains a mix of parcels and uses both within and without of the city limits of Palatka. General uses include single family residential to the east and west, vacant commercial to the north and a public school to the south. See Table 1.

	Actual Use	FLUM	ZONING
Property Existing	Vacant	City Commercial (COM)	Putnam County Agriculture (AG)
Portion of Property Proposed	Single Family Residential	City of Palatka Residential Low Density (RL)	City of Palatka Single Family Residential (R-1)
North	Single Family Residential	City of Palatka Commercial (COM)	City of Palatka General Commercial (C-1)
South	Public School	City of Palatka City Public Facilities (PF)	City of Palatka Residential, Two Family (R-2)
East	Single Family Residential	City of Palatka Residential Low (RL)	City of Palatka Single Family Residential (R-1)
West	Single Family Residential	Putnam County Urban Reserve (UR)	Putnam County Agricultural (AG)

Table 1: Current and Proposed Future Land Use Map and Zoning Designations

Future Land Use Change Analysis

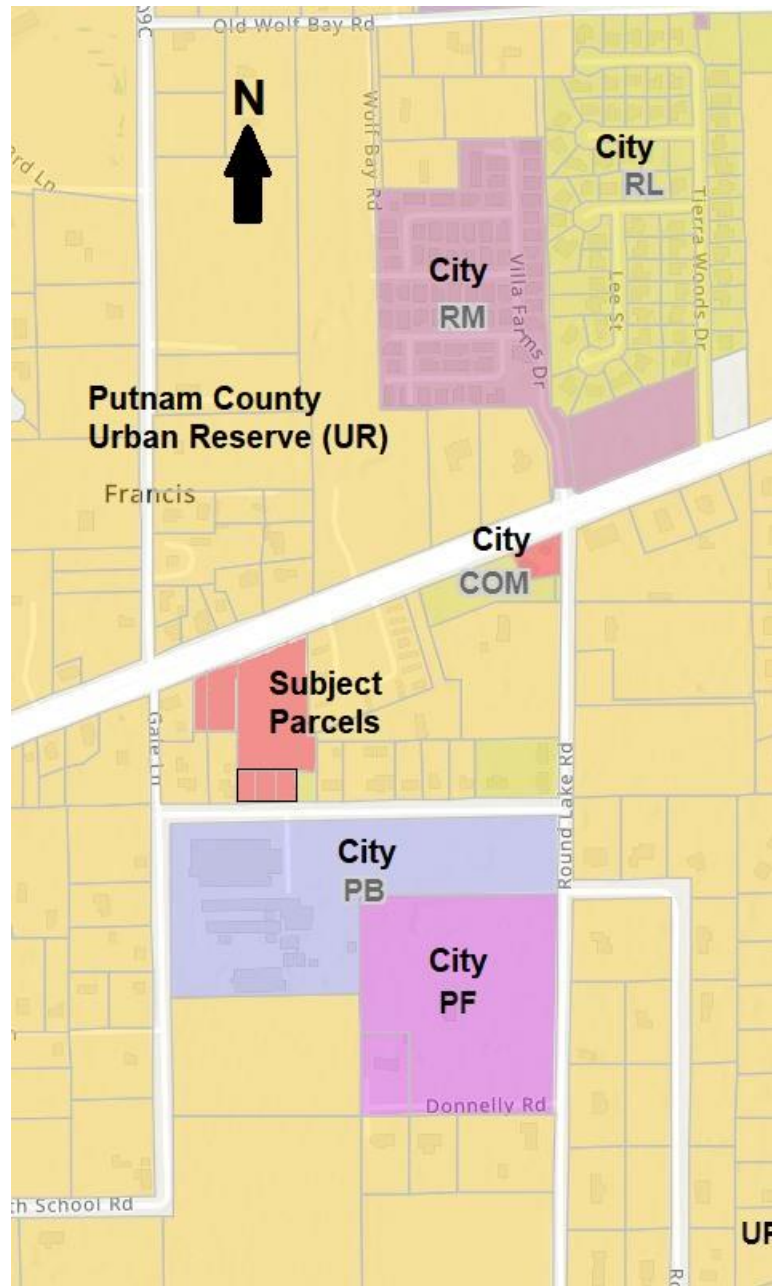


Figure 1. Existing Future Land Use

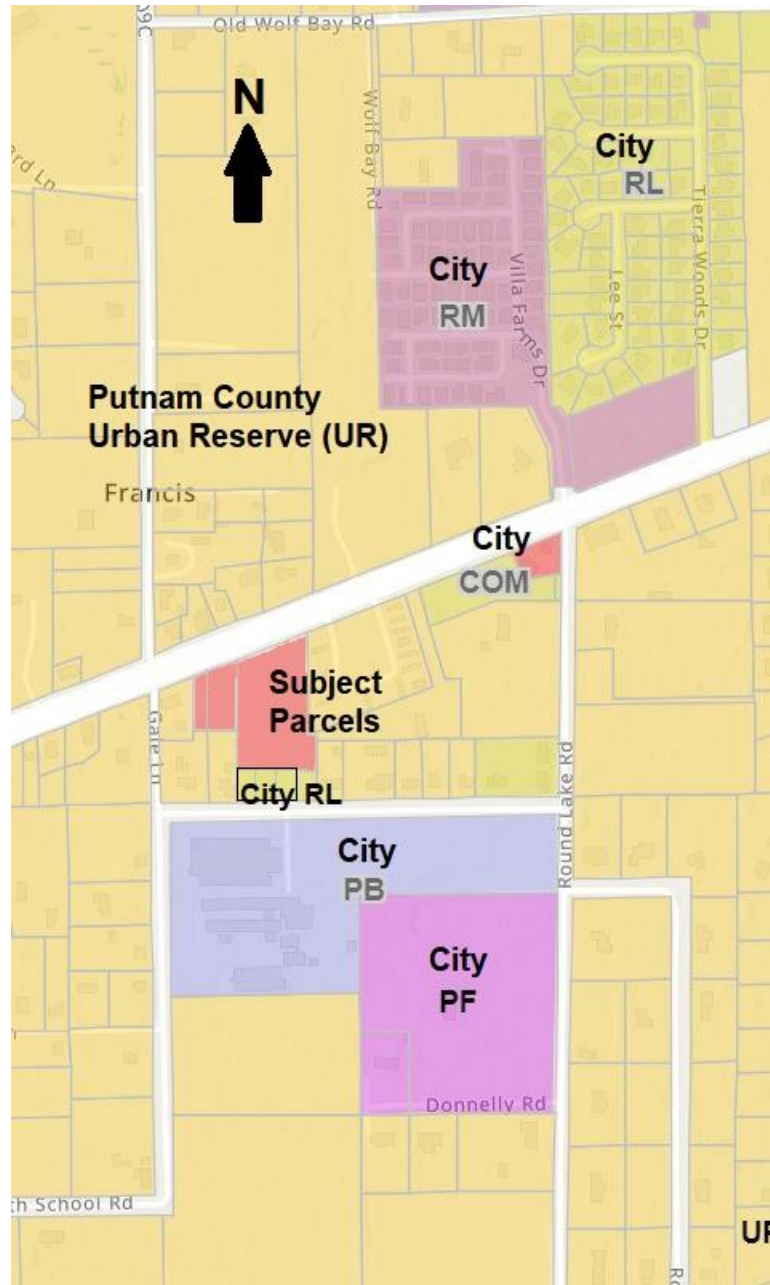


Figure 2. Proposed Future Land Use

The applicant is proposing to change the Future Land Use from Putnam County Urban Reserve (UR) to Residential High Density (RH) and Commercial (COM) on 0.5 acres, making this a Small Scale Comprehensive Plan Amendment which will be sent for expedited State review.

Florida Statutes Chapter 163.3177(6) provide for the following land use change criteria to be considered.

- *Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.*

Response: Three soil types occur on the subject parcel. Narcoosee soil is deep and somewhat poorly drained. Centenary soil is well drained, and Tavares soil is moderately well drained.

The parcel is not within a flood zone, as it is identified as Flood Zone X on FIRM maps. Staff is not aware of any soil or topography conditions that would present major problems for additional future development of this property in accordance with all applicable land development regulations. The Florida Master Site Files do not list or show any historic resources on this site.

- *Provide analysis of the minimum amount of land needed as determined by the local government.*

Response: The City of Palatka's last adopted 2008 Comprehensive Plan, Future Land Use element, estimated the number of low-density housing units needed in 2020 to be 546 units higher than in 2005. Due to a major recession, this number of units has not been constructed within the city limits during that time frame.

While the 2020 U.S. Census did not show an increase of population within the past ten years, several major employers have or are entering Putnam County. There is an increase in new businesses in the city. The county as a whole is experiencing growth pressure from neighboring counties, especially as housing costs rise. This portends a demand for housing units, and therefore the creation of additional land within the city for this purpose is consistent with the Comprehensive Plan.

- *Demonstrate the amendment does not further urban sprawl, as determined through the following tests:*
 - Low-intensity, low-density, or single-use development or uses.
 - Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.
 - Radial, strip, isolated, or ribbon development patterns.
 - Development that fails to adequately protect and conserve natural resources and agricultural activities
 - Development that fails to maximize use of existing and future public facilities and services.
 - Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
 - Development that fails to provide a clear separation between rural and urban uses.
 - Development that discourages or inhibits infill development and redevelopment.
 - Development that fails to encourage a functional mix of uses.

Response: The conversion of the subject parcels to residential land use would not contribute to urban sprawl, as the property is within an already established neighborhood and would be considered infill. The development pattern is that of a suburban neighborhood.

Many surrounding properties to the east and west have low density single family residences on them, are not within the city limits, are on well and septic systems and retain a Putnam County land use of Urban Reserve and a Putnam County zoning classification of Agriculture (AG).

Nearby parcels within the city include Kelley Smith Elementary School and small commercial properties. The school has a land use of City of Palatka Public Facilities (PF) with a zoning classification of Two-Family Residential (R-2).

Existing facilities currently have capacity to serve the proposed development, and because it is located adjacent to existing city limits, there should be no disproportionate increase in time, money and energy for provision of facilities and services. One condition this request seeks to address is that of increasing utility connections to City water and sewer systems. Sewer and water are available near the site. The applicant desires to connect to City water and sewer systems. Both systems are more than adequate to handle the expected volume.

The utilization of this parcel does not discourage or inhibit infill development, as the parcels are immediately adjacent to existing city limits. There will be a functional mix of uses between low density residential and commercial.

This section intentionally left blank.

Zoning Change Analysis

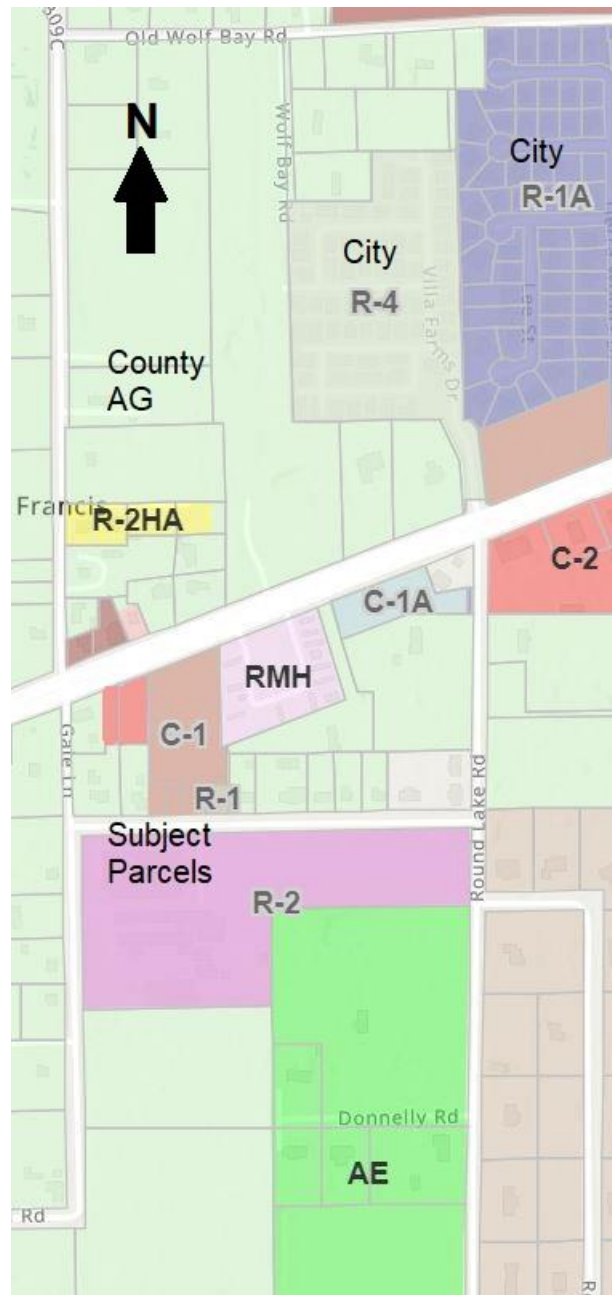


Figure 3. Existing Zoning

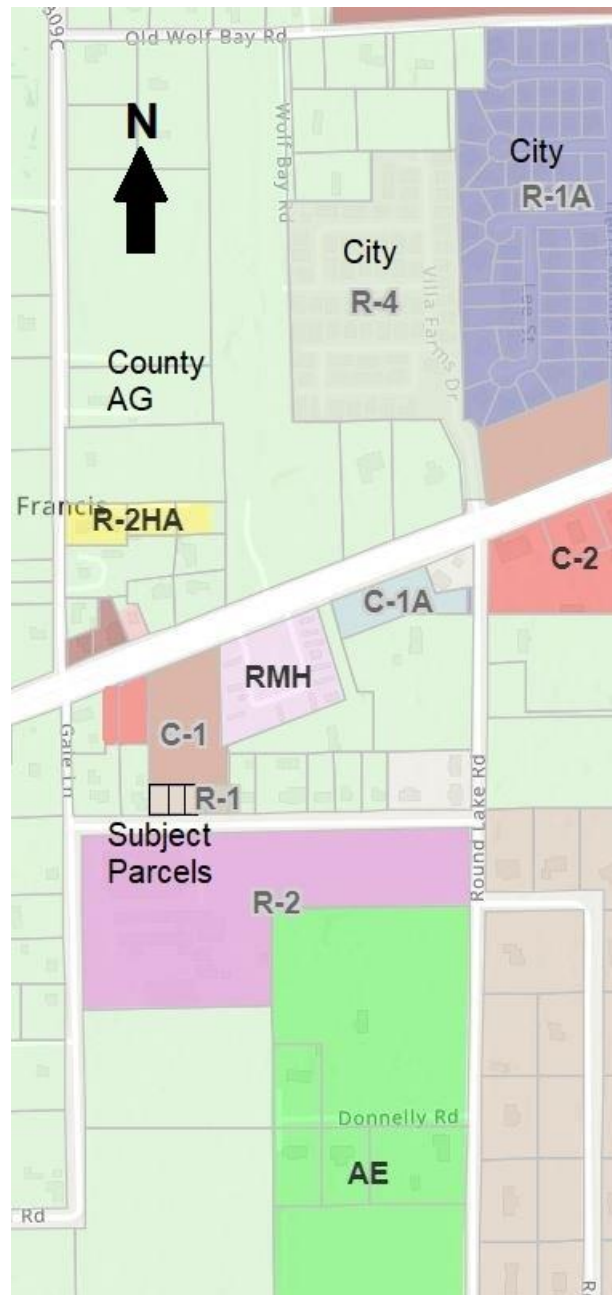


Figure 4. Proposed Zoning

Section 94-38(f)(1) of the Palatka Code of Ordinances requires that the report and recommendations of the Planning Board to the City Commission as required by subsection 94-38(e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

- a. *Whether the proposed change is in conformity with the Comprehensive Plan:*

Response: The subject property currently has a Commercial classification. The Future Land Use map for the City shows the property being adjacent to Putnam County Agricultural (AG) zoning to the west and City of Palatka Single Family Residential (R-1) to the east. Most of the surrounding properties are developed as residential uses. The change to a residential use zoning category will not have an adverse impact on the residential properties around it.

- b. *The existing land use pattern.*

Response: The existing land use pattern in this area is a mix of vacant commercial land, agricultural and residential. The proposed zoning change will further the existing single family character to the east and west of the subject parcels.

- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*

Response: The proposed zoning change will not be isolated, as there are adjacent residential uses to the east and west, and general commercial use to the north, with a public school facility to the south of the subject parcels.

- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*

Response: The subject parcels are proposed to be developed as single family homes. This has the potential to increase population by 2.37 persons per household, or a potential total of 7.11 persons. The City of Palatka water and wastewater treatment plants both have available capacity at this time to serve these homes. As these are single family uses, there will be a de minimus impact be on traffic in the local area. There may be an additional impact on school population. Stormwater will managed onsite.

- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*

Response: The proposed rezoning will be in concert with the existing zoning districts to the west and east, both on properties within the city limits and on nearby properties in the unincorporated area. There is a mix of zoning categories in the area, as well as a mix of uses.

- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*

Response: As with most places in the United States at this time, Palatka and Putnam County are experiencing high housing demand, especially for workforce and middle class populations. Creating more opportunities for such housing is needed.

- g. *Whether the proposed change will adversely influence living conditions in the neighborhood.*

Response: Minimal traffic will be created with the proposed single family dwelling units on these parcels. Stormwater will be managed on site. The homes will be connected to public water and sewer. Existing living conditions in the area will not change with approval.

- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*

Response: Access to the proposed homes would be on Kelley Smith School Road. Three single family residences would have minimal impact on traffic congestion and public safety in the area.

- i. *Whether the proposed change will create a drainage problem.*

Response: There should be no negative impact on drainage in the area as there is minimal elevation change in the landscape, the soils are generally well drained and onsite stormwater management will be utilized.

- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*

Response: No reduction in light and air to adjacent areas is anticipated, as the proposed use remains single family residential and such structures are subject to setbacks and height restrictions per the zoning code.

- k. *Whether the proposed change will adversely affect property values in the adjacent areas.*

Response: The construction of new residences should have a positive impact on property values.

- l. *Whether the proposed change will be a deterrent to the improvement of adjacent property in accord with existing regulations.*

Response: The proposed use exists on properties to the west and east. A public school is located on the adjacent parcel to the south. Constructing residential units on the subject parcel at the same density as the surrounding area should not be a deterrent to the improvement of adjacent properties.

- m. *Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

Response: As the proposed change is in accordance with standard Planning practice, in alignment with surrounding land uses and furthers the use of existing public infrastructure, there would be no special privilege to an individual nor a negative effect on the public welfare. All development is required to meet all federal, state and local codes, just as required of other developments.

- n. *Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

Response: Given the need for housing in Putnam County and the city of Palatka, the market is driving the sale of otherwise seemingly unsuitably zoned properties to be used for housing.

The proposed zoning classification is consistent with existing zoning within the neighborhood, both within the city and within Putnam County. The proposed use is consistent and compatible with surrounding uses.

- o. *Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

Response: The immediate area is residential in nature. The use already exists on several surrounding properties and will be infill development. The proposed use would not be out of scale with the neighborhood or with the city of Palatka.

- p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*

Response: It is not impossible, but the purpose of this request is to construct additional housing units within the city limits and to connect to water and sewer services.

- q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*

Response: Not applicable.

The City Commission has requested an estimate of revenues to the City of Palatka for proposed developments. Staff reminds readers the following table is only an estimate, as taxable values and utility usage may vary significantly.

Estimated City of Palatka Revenue for 3 New Single Family Residences									
Type of Develop	Use	Authority	Acres	Units	Zoning	Total Bldg sf	Tax Value	COP Millage Rate	2022 City Tax Revenue
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
SFR Parcel	Res SFR	City	0.17	1	R-1	1,500	\$150,000.00	0.0064	\$960.00
								Total Ann Tax Rev	\$2,880.00
								Est Total Fire Fee	\$21,600.00
								Est Total Utility Fees	\$7,200.00
								Total Est Ann Rev to City	\$31,680.00

The proposed project is expected to add 3 dwelling units to the city of Palatka. Using a projected persons per household for 2020 of 2.37, this equates to a projected population increase of 7 persons.

If approved, this land use change will equate to 0.50 acres of small-scale amendments for the City of Palatka for the 2024 calendar year.

PB 23-20 Staff Recommendation

1. Staff recommends the request to amend the Future Land Use Map from City of Palatka Commercial (COM) to City of Palatka Residential Low (RL) be approved for the above parcels.
2. Staff recommends the request to rezone from City of Palatka General Commercial (C-1) to City of Palatka Single Family Residential (R-1) be approved for the above parcels.

ROBERTA M. CORREA
MAYOR - COMMISSIONER

JUSTIN R. CAMPBELL
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

WILL JONES
COMMISSIONER

TAMMIE McCASKILL
COMMISSIONER



TROY BELL
INTERIM CITY MANAGER

LORENZO AGHEMO
PLANNING DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

SUNNI L. KRANTZ
CITY CLERK

SHERRI FARMER
PLANNER I

Case PB 23-20

Application for Future Land Use Map Amendment (FLUM) and
rezoning for Azalea Place Subdivision, Phase II (Kelley Smith
School Rd between Round Lake Rd and Gale Ln)

STAFF MEMO

DATE: June 5, 2024
TO: City Commission
FROM: Lorenzo Aghemo
Planning Director

APPLICATION REQUEST

This is a request for a small-scale Comprehensive Plan Amendment and rezoning for a 3-lot residential subdivision located on the north side of Kelley Smith School Road between Round Lake Road and Gale Lane totaling 0.51 ± acres.

BACKGROUND

The request is to change the existing future land use from Commercial (COM) to Residential Low (RL) and to change the existing zoning from General Commercial (C-1) to Residential Single-Family (R-1). The parcels are proposed to be developed as single-family homes. The City Commission has previously approved the final plat for the property subdivision on April 4, 2024. The present request for a Comprehensive Plan Amendment and corresponding zoning have been reviewed and approved by the Planning Board on March 4, 2024.

Staff Recommendation

Staff recommend approval of the Comprehensive Plan Amendment and rezoning.









This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2024-07

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 50 ACRES IN SIZE) FROM CITY OF PALATKA COMMERCIAL (COM) TO CITY OF PALATKA RESIDENTIAL LOW (RL) FOR THE FOLLOWING PROPERTY LOCATED ON KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: JJTI, LLC, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, provides for small-scale amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(2), Florida Statutes, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the City Planning Board conducted a public hearing on March 5, 2024 and recommended approval of this amendment to the City Commission, and

WHEREAS, the City Commission of the City of Palatka conducted a public hearing on June 13, 2024, and

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. Adopted Small Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcels of land listed in Figure 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

DESCRIPTION OF PROPERTIES: AZALEA PLACE PHASE II MB7 P13 LOT 1; AZALEA PLACE PHASE II MB7 P13 LOT 2; AND AZALEA PLACE PHASE II MB7 P13 LOT 3.



Figure 1: map showing location of subject properties

Section 2. The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

Section 4. This Ordinance shall become effective immediately upon adoption; however, the effective date of this amendment to the City of Palatka Comprehensive Plan, if not timely challenged, shall be 31 days after adoption. If challenged within 30 days after adoption, this amendment shall become effective on the date the State land planning agency or the Administration Commission issues a final order determining this amendment to be in compliance with Chapter 163, Florida Statutes. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this amendment has become effective.

Section 5. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 6. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED AND ADOPTED on first reading by the City Commission of the City of Palatka, Florida,
on the 11th day of July 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2024-08

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM CITY OF PALATKA GENERAL COMMERCIAL (C-1) TO CITY OF PALATKA RESIDENTIAL, SINGLE-FAMILY (R-1) FOR THE FOLLOWING PROPERTY: LOCATED AT KELLEY SMITH SCHOOL ROAD, PALATKA, FL 32177, PARCEL NOS.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, AND 09-10-26-0213-0000-0030, PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the owner of said property: JJTI LLC, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on March 5, 2024, and two public hearings before the City Commission of the City of Palatka on June 13, 2024, and July 11, 2024, and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from the present zoning classification of City of Palatka General Commercial (C-1) to City of Palatka Residential, Single-Family (R-1) classification.

DESCRIPTION OF PROPERTIES: AZALEA PLACE PHASE II MB7 P13 LOT 1; AZALEA PLACE PHASE II MB7 P13 LOT 2; AND AZALEA PLACE PHASE II MB7 P13 LOT 3.

Putnam County Property Appraiser's Parcel Nos.: 09-10-26-0213-0000-0010, 09-10-26-0213-0000-0020, and 09-10-26-0213-0000-0030.

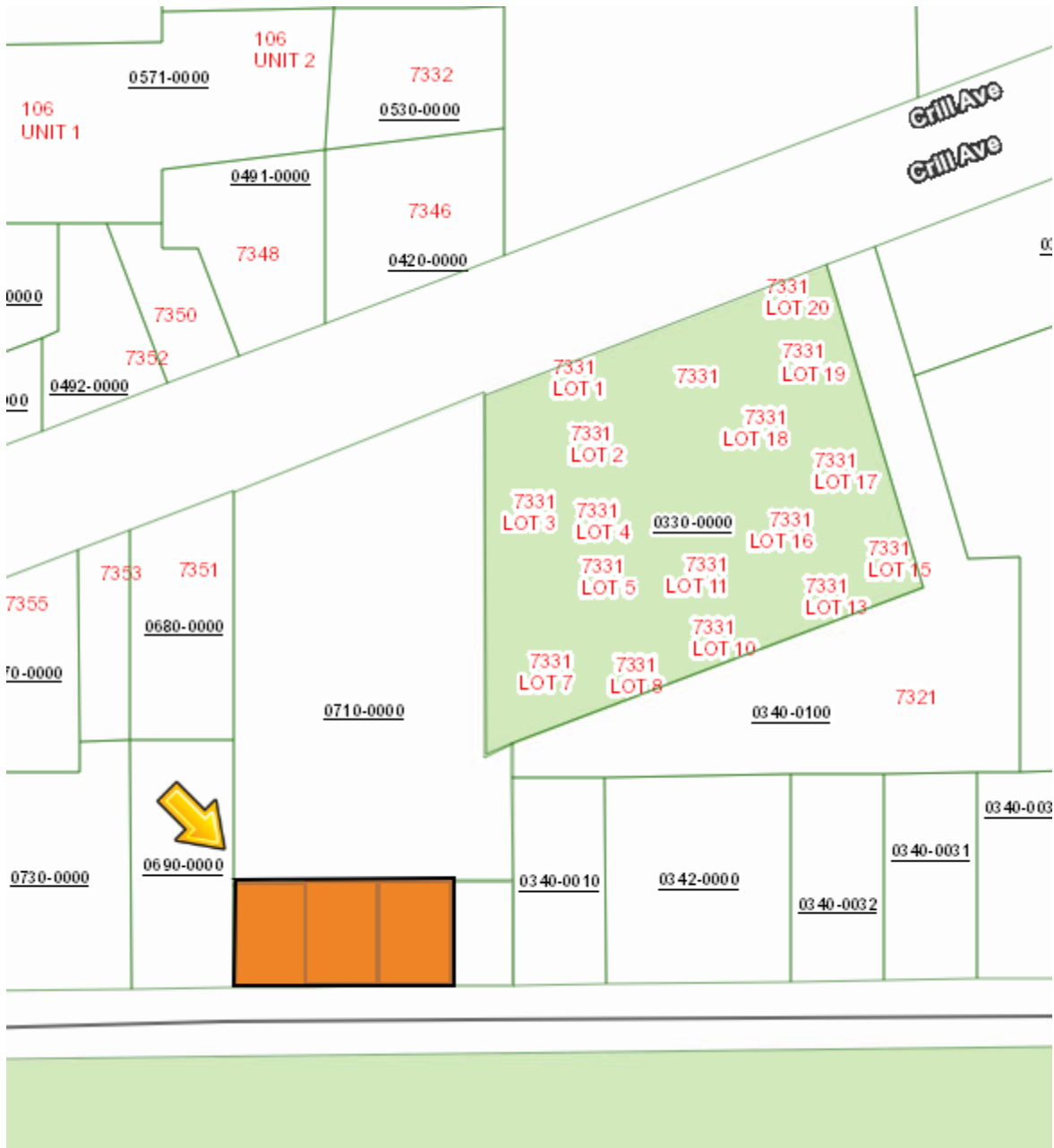


Figure 1: map showing location of subject properties

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission, however, the rezoning shall not become effective until the amendment to the City of Palatka Comprehensive Plan adopted by Ordinance No. 2024-08 becomes effective as provided therein.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 13th day of June 2024.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 11th day of July 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

This instrument prepared by:
City of Palatka
201 N 2nd ST
Palatka, FL, 32177

ORDINANCE NO. 2023-48

AN ORDINANCE OF THE CITY OF PALATKA, AMENDING PROVISIONS OF A PLANNED UNIT DEVELOPMENT KNOWN AS CRYSTAL COVE RV RESORT, PHASE 1, LOCATED AT 121 CRYSTAL COVE ROAD, TO REMOVE THE REQUIREMENT FOR A SWIMMING POOL, SPA OR LIKE FACILITIES, ALLOW UP TO 30% OF THE BUILT SITES TO BE USED AS PARK MODEL RECREATIONAL VEHICLES, AND REVISE THE MAXIMUM LENGTH OF OCCUPANCY TO NO MORE THAN 180 DAYS IN ANY 12 CONSECUTIVE MONTH PERIOD; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, application has been made by Crystal Cove Resort, LLC to amend the Development Plan stipulated in Ordinance 17-24 for Crystal Cove Resort Phase 1, located at 121 Crystal Cove Road; and

WHEREAS, the City Planning Board conducted a public hearing on December 5, 2023, and recommended approval of the requested provisions of the development plan in Ordinance 17-24 to the City Commission; and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on June 13, 2024 and July 11, 2024, and

WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said development plan in Ordinance 17-24 be amended.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

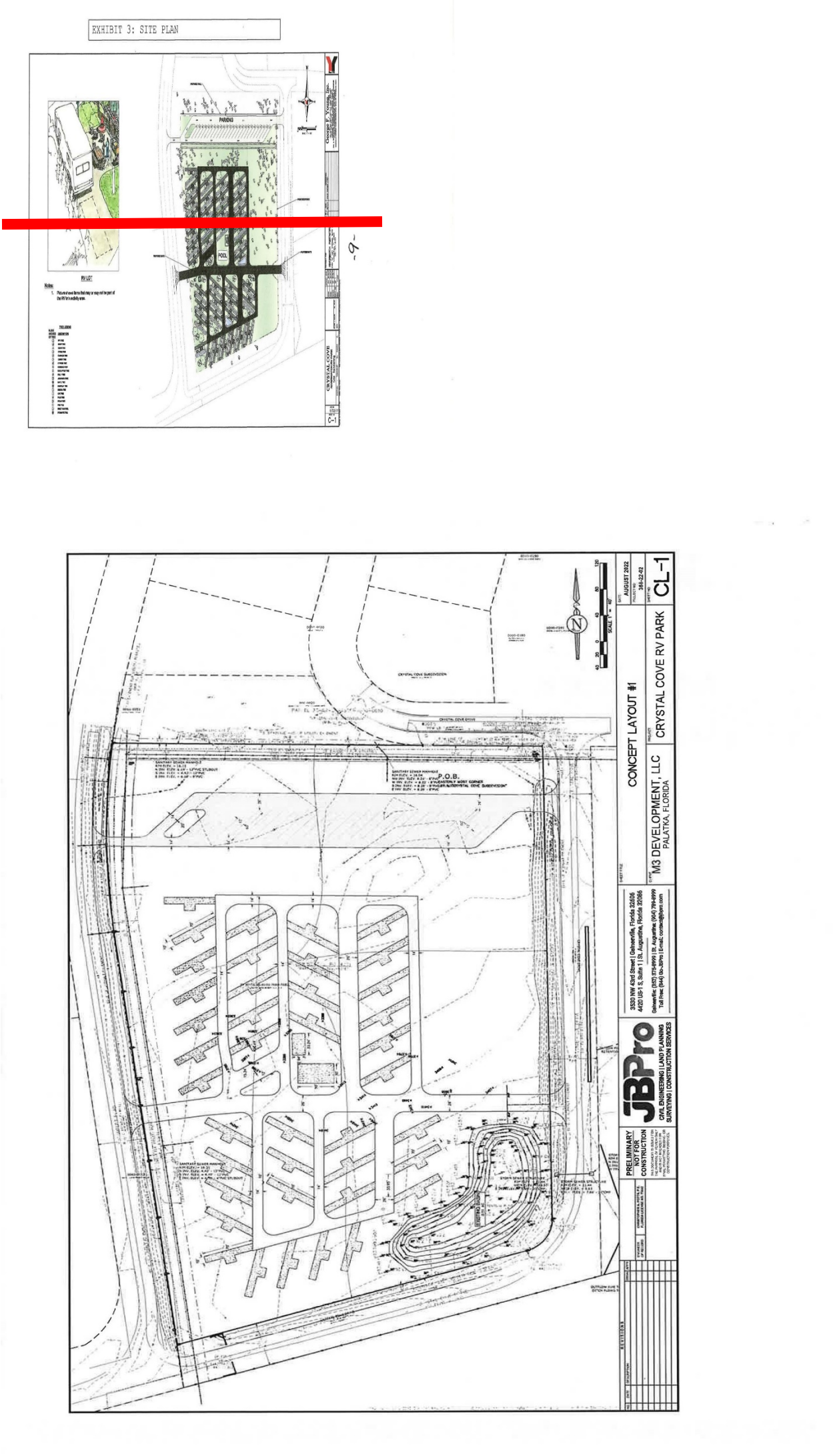
Section 1: That Exhibit 1: Allowable Uses and Development Standards of Ordinance 17-24 be amended as follows, and a copy of this ordinance shall be sent to the Municipal Code.

I. Allowable Uses: maximum 40-space Recreational Vehicle Park (RV Park) and maximum 31 boat trailer parking spaces, arranged in the configuration displayed in the Site Plan and other plans. Minor changes to driveway, structure, pond, and RV site location and configuration can be approved by Staff.

VII. Support Structures: Appropriate support structures such as a pump-out and bathrooms shall be provided as required by State regulations. A recreation area shall be provided that includes ~~an in-ground pool, spa, or similar facility as well as~~ a clubhouse, and check-in station building, all at an appropriate size for the number of Recreational Vehicle sites, to be determined during the site plan review process. All structures shall be permanent structures, not mobile or manufactured homes, and shall meet architectural standards of Section XI of this exhibit.

XVI. ~~Maximum stay: The maximum stay shall be 15 days with at least a weeklong period separating stays.~~ Length of occupancy. The operator of the subject property shall not allow or permit any site to be rented to nor occupied by any person or recreational vehicle for any period of time that would permit or allow such person or recreational vehicle to remain at such recreational vehicle park for more than one hundred eighty (180) days in any twelve (12) consecutive month period. The operator of the subject property shall maintain a record of guest register consistent with State of Florida Statutes.

Section 2. The original Site Plan included in Exhibit 3 of Ordinance 17-24 shall be amended as follows:



Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 14th day of December 2023.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 11th day of January 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Coding: Maps in strikeout type are deletions from existing text.
 Maps in underline type are additions.

ORDINANCE NO. 2023-48

AN ORDINANCE OF THE CITY OF PALATKA, AMENDING PROVISIONS OF A PLANNED UNIT DEVELOPMENT KNOWN AS CRYSTAL COVE RV RESORT, PHASE 1, LOCATED AT 121 CRYSTAL COVE ROAD, TO REMOVE THE REQUIREMENT FOR A SWIMMING POOL, SPA OR LIKE FACILITIES, ALLOW UP TO 30% OF THE BUILT SITES TO BE USED AS PARK MODEL RECREATIONAL VEHICLES, AND REVISE THE MAXIMUM LENGTH OF OCCUPANCY TO NO MORE THAN 180 DAYS IN ANY 12 CONSECUTIVE MONTH PERIOD; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR SCRIVENER'S ERRORS

WHEREAS, application has been made by Crystal Cove Resort, LLC to amend the Development Plan stipulated in Ordinance 17-24 for Crystal Cove Resort Phase 1, located at 121 Crystal Cove Road; and

WHEREAS, the City Planning Board conducted a public hearing on December 5, 2023, and recommended approval of the requested provisions of the development plan in Ordinance 17-24 to the City Commission; and

WHEREAS, the City Commission of the City of Palatka conducted public hearings on December 14, 2023, and January 11, 2024, and

WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said development plan in Ordinance 17-24 be amended.

NOW THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

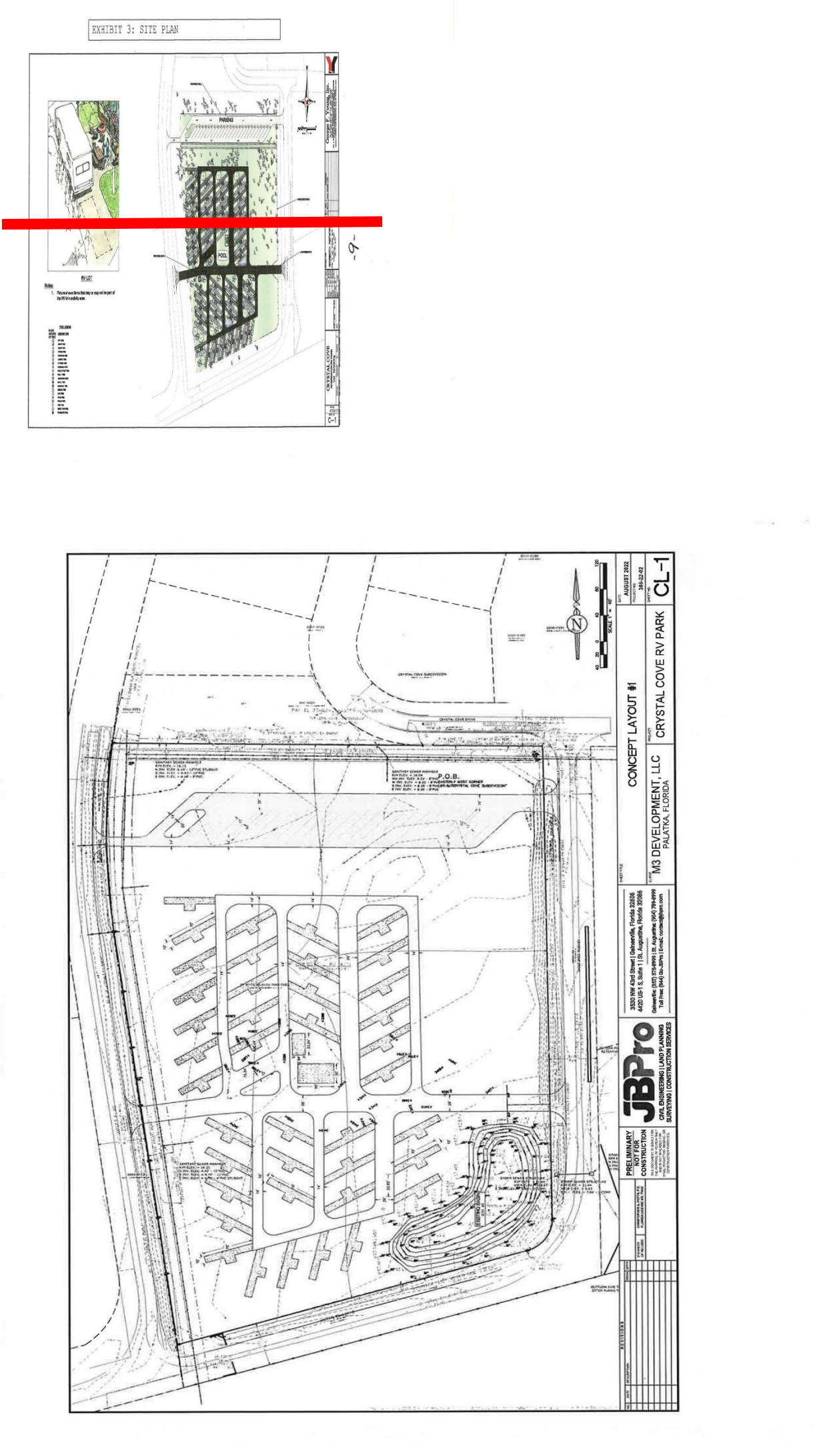
Section 1: That Exhibit 1: Allowable Uses and Development Standards of Ordinance 17-24 be amended as follows, and a copy of this ordinance shall be sent to the Municipal Code.

I. Allowable Uses: maximum 40-space Recreational Vehicle Park (RV Park) and maximum 31 boat trailer parking spaces, arranged in the configuration displayed in the Site Plan and other plans. Minor changes to driveway, structure, pond, and RV site location and configuration can be approved by Staff.

VII. Support Structures: Appropriate support structures such as a pump-out and bathrooms shall be provided as required by State regulations. A recreation area shall be provided that includes ~~an in-ground pool, spa, or similar facility as well as~~ a clubhouse, and check-in station building, all at an appropriate size for the number of Recreational Vehicle sites, to be determined during the site plan review process. All structures shall be permanent structures, not mobile or manufactured homes, and shall meet architectural standards of Section XI of this exhibit.

XVI. ~~Maximum stay: The maximum stay shall be 15 days with at least a weeklong period separating stays.~~ Length of occupancy. The operator of the subject property shall not allow or permit any site to be rented to nor occupied by any person or recreational vehicle for any period of time that would permit or allow such person or recreational vehicle to remain at such recreational vehicle park for more than one hundred eighty (180) days in any twelve (12) consecutive month period. The operator of the subject property shall maintain a record of guest register consistent with State of Florida Statutes.

Section 2. The original Site Plan included in Exhibit 3 of Ordinance 17-24 shall be amended as follows:



Section 3. This Ordinance shall become effective immediately upon its final passage by the City Commission.

Section 4. SCRIVENER’S ERROR. The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

Section 5. This ordinance is exempt from provisions of the statute, Chapter 2023-309, Laws of Florida, codified as Section 166.041(4) Florida Statutes.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 14th day of December 2023.

PASSED AND ADOPTED on second reading by the City Commission of the City of Palatka on this 11th day of January 2024.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM AND LEGALITY:

City Attorney

Coding: Maps in strikeout type are deletions from existing text.
 Maps in underline type are additions.

ORDINANCE NO. 17 - 24

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTIES LOCATED IN SECTION 37, TOWNSHIP 9 SOUTH, RANGE 26 EAST, LOCATED JUST NORTHEAST OF THE INTERSECTION OF COMFORT ROAD AND CRYSTAL COVE ROAD, BE REZONED FROM R-3 (MULTI-FAMILY RESIDENTIAL) TO PUD/ROS (PLANNED UNIT DEVELOPMENT / RECREATION AND OPEN SPACE); THAT THE PUD BE SUBJECT TO CERTAIN ALLOWABLE USE, DEVELOPMENT STANDARDS, GUEST RULES, AND CONCEPTUAL SITE PLANS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by River Watch Partners, Inc., applicant and owner of said property, to the City for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on May 2 and June 6, 2017 and public hearings before the City Commission of the City of Palatka on July 13, 2017, September 14, 2017, September 28, 2017, October 12, 2017 and October 26, 2017.

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by assigning the zoning classification of PUD/ROS (Planned Unit Development/Recreation/Open Space) for the properties referenced in the ordinance title. The owner and successor(s) must comply with use allowances and development standards set forth in Exhibit 1 and guest rules set forth in Exhibit 2, and must generally comply with the site plan (Exhibit 3), landscape plan (Exhibit 4), and drainage plan (Exhibit 5).

DESCRIPTION OF PROPERTY:

1) River Watch Phase One Subdivision, MB 6, P 108;
2) River Watch - Phase One Subdivision, MB6, P 108 Common Area - Drainage Area (Map Sheet 37E); and
3) PT OF ENTRALGO GRT OR900 P1776, (EX MB6 P108) (MAP SHEET 37E)
Property includes the following tax parcels: 37-09-26-0000-0060-0082, 37-09-26-7910-0000-0150, 37-09-26-7910-0000-0140, 37-09-26-7910-0000-0130, 37-09-26-7910-0000-0120, 37-09-26-7910-0000-0110, 37-09-26-7910-0000-0100, 37-09-26-7910-0000-0090, 37-09-26-7910-0000-0080, 37-09-26-0000-0060-0070, 37-09-26-7910-0000-0060, 37-09-26-7910-0000-0050, 37-09-26-7910-0000-0040, 37-09-26-7910-0000-0030, 37-09-26-7910-0000-0020, 37-09-26-7910-0000-0010, 37-09-26-7910-0000-0000, 37-09-26-7910-0000-0240, 37-09-26-7910-0000-0230, 37-09-26-7910-0000-0220, 37-09-26-7910-0000-0210, 37-09-26-7910-0000-0200, 37-09-26-7910-0000-0190, 37-09-26-7910-0000-0180, 37-09-26-7910-0000-0170, and 37-09-26-7910-0000-0160.

Section 2. Unified control. These properties shall be under the legal control of the owner and successor(s), whether that entity be an individual, partnership or corporation, or group of individuals, partnerships or corporations. The owner and successor(s) on an ongoing basis shall present firm evidence of unified control of the entire area within the planned unit development, together with a certificate of apparent ownership and encumbrance. Prior to execution of this ordinance, an opinion of counsel representing the owner shall be required to affirm that the owner has the unrestricted right to impose all of the standards and rules set forth in the exhibits of this ordinance.

Section 3. Agreement binding upon owner and successors. The owner and his successors shall be bound in title to any commitments of this ordinance. The owner and RV park operator shall on an annual basis provide a written certification that they will continue to meet all rules, standards, and site plan requirements of this ordinance. Repeated and documented failure to meet the intent of the ordinance shall trigger review by the Planning Board, which at its discretion can revoke the PUD zoning and revert it back to the original residential zoning, making the use nonconforming.

Section 4. Certificate of Occupancy. A certificate of occupancy shall not be granted until all required improvements of the site plan are completed and inspected for compliance by the City.

Section 5. Concurrency. All concurrency requirements of the Municipal Code shall be met, including wastewater lift station capacity.

Section 6. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 7. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of October, 2017.

CITY OF PALATKA

BY:

Its MAYOR

ATTEST:


City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

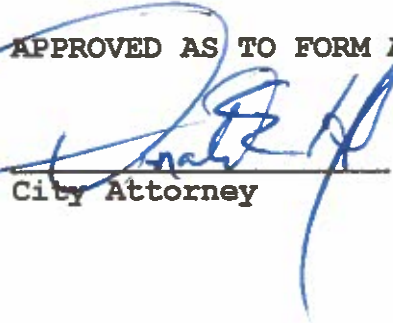

City Attorney

EXHIBIT 1: ALLOWABLE USES & DEVELOPMENT STANDARDS

- I. Allowable Uses: maximum 40-space Recreational Vehicle Park (RV Park) and maximum 31 boat trailer parking spaces, arranged in the configuration displayed in the Site Plan and other plans. Minor changes to driveway, structure, pond, and RV site location and configuration can be approved by Staff.
- II. General: The intent of this ordinance is to require an upscale RV Park through elements like wide RV sites, pedestrian walkways, and 70% open space preservation including a tree preservation area which includes perimeter landscape buffers with preserved and planted trees and shrubs. On-site/24-hour management will be provided by a Park Manager, which can either be the Crystal Cove Resort Manager or a strictly RV Park manager onsite, will maintain an orderly and quiet atmosphere. A minimum of 7.0 acres will be dedicated to the Recreational Vehicle Park, inclusive of access roads, RV sites, utilities, drainage features, buffers, and support facilities. The remaining site area can be utilized for parking, utilities, drainage, access, buffers, and/or support structures
- III. Buffers: The site will provide buffers on all sides. Buffers shall be measured from property lines, except if utilities prevent the planting of vegetation, buffers shall be measured from the location at which planting is allowed. An opacity of at least 85% must be achieved along all property lines within two years of planting. The following buffers are proposed:
 - a. North: Minimum 50 feet wide including an existing 25 foot wide PUE and a wall. The wall shall be a minimum of 6 feet high and shall be similar in appearance to the existing wall to the east between the Crystal Cove subdivision and the motel.
 - b. West: Minimum 20 feet wide including an existing 35 foot wide PUE.
 - c. South: Minimum 40 feet wide.
 - d. East: Minimum 20 feet wide including a continuous black wrought iron or aluminum six to eight-foot tall picket fence interrupted at maximum eight feet with minimum four-foot tall brick or stucco-surfaced pillars. A hedge shall be planted along the outside of the fence and be maintained at six feet in height with an opacity of 85% within two years of planting.
- IV. Tree Protection: Trees will be maintained at the most extent possible and based on the quality of the tree. Trees in the buffers are to remain unless impacted by utility, drainage,

EXHIBIT 1: ALLOWABLE USES & DEVELOPMENT STANDARDS

or access crossings, as approved by Staff through the site plan review process. Require retention of protected canopy trees (8" dbh or greater) and unprotected canopy and understory trees greater than 4" dbh in buffer and open space areas, and when practicable in individual RV sites and common areas.

- V. Open Space: at least 70% of the site shall be in open space, which shall be limited to pervious surface treatment including landscape buffers, mulched beds with grass (not Bahia) and/or ground cover. Open space shall not include "wet ponds" and pools as well as pervious pavement. Open space area and buffers will include unpaved loop trails for the use of visitors.
- VI. Recreational Vehicle Site: Each Recreational Vehicle (RV) site shall meet the minimum State standards. Each individual site shall provide the following:
 - a. Hard surface driveways with turning radii and space appropriate for RV vehicle pulling a boat.
 - b. Electric service.
 - c. Potable Water Service.
 - d. Sanitary Sewer Service.
 - e. Stabilized area for picnic tables, etc.
 - f. A minimum of 35% open space. This open space may include drainage facilities, utilities, and pervious pedestrian paths.
 - g. minimum 25-foot width of green open space, running from front to rear of site.
- VII. Support Structures: Appropriate support structures such as a pump-out and bathrooms shall be provided as required by State regulations. A recreation area shall be provided that includes an in-ground pool, spa, or similar facility as well as a clubhouse, and check-in station building, all at an appropriate size for the number of Recreational Vehicle sites, to be determined during the site plan review process. All structures shall be permanent structures, not mobile or manufactured homes, and shall meet architectural standards of Section XI of this exhibit.
- VIII. Access: A minimum of two access driveway points shall be provided as shown on the site plan. Access points shall be positioned to minimize conflicts with existing access points on the adjacent roadways. Access shall be provided as required for emergency vehicle use.

EXHIBIT 1: ALLOWABLE USES & DEVELOPMENT STANDARDS

- IX. Internal Driveways: Two-way driveways shall be minimum 26 feet wide and one-way driveways shall be minimum 14 feet wide, with each accommodating pedestrians with a minimum four-foot wide striped walking lane, separate paved sidewalk, or stabilized (unpaved) trail. Check-in station and parking spaces shall be located on the southwestern portion of the property as shown on the revised site plan. As alternatives to recommended bricking of internal driveways and other paved areas, Applicant may provide stamped concrete of a similar appearance to bricking or pervious pavement, both light colored to reduce heat effect.
- X. Gates to be provided at each vehicle entrance, with at least one stacking space (RV with boat) between the gate and the edge of pavement. Gates to be kept open between dawn and dusk or similar timeframe (to prevent vehicles from backing up onto Comfort Rd due to gate blockage). Gates to be attractive features composed of black aluminum or wrought iron, chain link and similar elements are prohibited.
- XI. Architecture: Bath house and any other structures to include windows, porches, and overhangs consistent with the "Old Florida" architectural style. Exterior surfaces shall not be comprised of aluminum, metal, or flat-faced concrete block. Acceptable materials include wood or composite wood, brick, or stucco.
- XII. Waste management. Trash containers and dump stations shall be located at a distance and site where any odor impacts to the Crystal Cove neighborhood to the north will be minimized. This shall be determined during the site plan review process.
- XIII. Signage shall be tasteful and limited to ground signs under 64 square feet. Signs shall not be internally illuminated in any fashion and sign lighting is limited to directed spot lights.
- XIV. Drainage. No improvements shall be made that will modify the general sheet flow of stormwater as set forth in Exhibit 5, in particularly directing such flow toward the Crystal Cove subdivision to the north or to public streets around the property.
- XV. Management: The Park Manager will manage the boat trailer parking function and the Recreational Vehicle Park in a unified manner and be available on a 24-hour basis.

EXHIBIT 1: ALLOWABLE USES & DEVELOPMENT STANDARDS

- XVI. Maximum Stay: the maximum stay shall be 15 days with at least a week long period separating stays.
- XVII. No RV shall be used as permanent housing and the intent is for visitation to be transient and recreation-related. The Park owner and manager shall not provide RVs for use by renters or tenants.

EXHIBIT 2: GUEST RULES

- I. All guests must be registered. Accepting access constitutes agreement to Resort Rules.
- II. 5 mph speed limit.
- III. All vehicles must display a current pass or owner's decal. All drivers must carry a valid license and stop for park personnel. Golf carts must display a cart number.
- IV. Street parking is prohibited. No overnight commercial vehicle parking.
- V. Registered renters are responsible for their guests. Guests use all facilities at their own risk.
- VI. All trash must be deposited in dumpsters. No littering.
- VII. RV lots are Private Property. Use paved roads. Use water/power connections on your site only.
- VIII. Guests may not use any Resort address for the purpose of enrolling a child in public education institution.
- IX. Drivers must obey all traffic signs and operate their vehicles in accordance with posted regulations, and applicable Federal, State, and local laws.
- X. Vehicles must be parked in designated areas only. NO parking in the grass or on adjacent Public Street.
- XI. Use of vehicles within campgrounds and other recreation areas is limited to entering or leaving those areas. Leave natural areas the way you find them. Do not carve, chop, cut, nor damage any live trees. All plants, animals, and park property are protected. The collection, destruction, or disturbance of plants, animals, or park property is prohibited.
- XII. Fishing, boating, swimming, and fires are allowed in designated areas only.
- XIII. Children under 14 yrs. of age must be accompanied by an adult at all times. Parents are responsible for their children at all times.
- XIV. Quiet time is from 10:00 pm to 7:00 am daily. Please be respectful of other registered guests and the neighbors to the north of the property.
- XV. The following elements or activities are prohibited:
 - a. Window air conditioners
 - b. Free standing satellite dishes
 - c. Clothes lines
 - d. Parking on empty sites
 - e. Fireworks

EXHIBIT 2: GUEST RULES

- f. Littering
 - g. Pulling of bikes, skateboards, razors, behind a moving vehicle.
 - h. Major vehicle repairs
 - i. Tents or tarps
 - j. Portable generators
 - k. Use of firearms, BB guns, bow & arrow, sling shots, and paintball guns.
- XVI. Campfires. Obey any restrictions on fires. Fires may be limited or prohibited at certain times. Within campgrounds and other recreation areas, fires may only be built in fire rings, grills, or fireplaces provided for that purpose. Guest must be responsible for ensuring that fires are completely extinguished before leaving and shall not leave fires unattended.
- XVII. Sanitation. Guests shall help prevent pollution and nuisance animals by keeping garbage, litter, and foreign substances contained and disposed of.
- XVIII. Pets. All pets must be current on vaccines. Pets must be confined or on a leash at all times. Pets must be well behaved and not disruptive to other guests. Any pet that is noisy, dangerous, intimidating, or destructive will not be allowed to remain in the resort. Owners must pick up after their pets and properly dispose of waste in receptacles. Pets must be confined to their owner's RV unit during park quiet hours, 10:00 pm to 7:00 am. Only service animals are permitted in public restrooms. Leash lines and kennel runs are not permitted.
- XIX. Pool. Only registered guests and their visitors may have access to the pool. Pool hours are from 8:00 am to 10:00 pm. No pets are allowed in the pool area. No glass is allowed in the pool area. Guests must swim at their own risk, as no lifeguards are present.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

Adopt ordinance establishing procedures for quasi-judicial proceedings.

BACKGROUND

The City lacks any procedures for quasi-judicial proceedings, which are a fundamental part of land use law and are legally required for all land use changes. Establishing a procedure codified in code will provide transparency for the city commission, staff and the public on a wide-range of proceedings that come before the city commission and it's boards and committees.

PROJECT ANALYSIS

Staff Recommendation

Approve the ordinance.

ATTACHMENTS

1.	Business Impact Statement - Quasi Judicial Hearing Procedures
2.	Quasi-Judicial Proceedings Ord 24-09

ORDINANCE NO. 2024-09

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA,
CREATING MUNICIPAL CODE SECTIONS 54-1
THROUGH 54-6, ESTABLISHING PROCEDURES FOR
QUASI-JUDICIAL PROCEEDINGS, PROVIDING FOR
SEVERABILITY; PROVIDING AN EFFECTIVE DATE;
AND PROVIDING FOR SCRIVENER’S ERRORS.**

BE IT ENACTED BY THE PEOPLE OF THE CITY OF PALATKA, FLORIDA:

Section I. The City of Palatka Municipal Code Sections 54-1 through 54-6 shall be created to read as set forth in Exhibit A attached hereto and by this reference incorporated herein.

Section II. All ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

Section III. If any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

Section IV. EFFECTIVE DATE: This Ordinance shall take effect upon its passage as provided by law.

Section V. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section VI. SCRIVENER’S ERRORS: The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED on first reading by the City Commission of the City of Palatka, Florida, on the 11th day of July, 2024.

PASSED AND ADOPTED on the second reading by the City Commission of the City of Palatka, Florida, this 8th day of August, 2024.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

Coding: Words in underline type are additions.

EXHIBIT A

QUASI-JUDICIAL PROCEEDINGS

Section

- 54.01 Intent
- 54.02 Definitions
- 54.03 Notice procedures for aggrieved or adversely affected persons
- 54.04 Quasi-judicial matters
- 54.05 Procedures for quasi-judicial proceedings
- 54.06 Ex parte communication

§ 54.01 INTENT.

It is the intent of the Palatka City Commission to provide an equitable and efficient method for the Commission, as well as certain city boards, committees, and authorities, to hear matters which are considered quasi-judicial in nature. These procedures shall be utilized by the City regarding hearings on quasi-judicial matters.

§ 54.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AGGRIEVED OR ADVERSELY AFFECTED PERSON. Any person who will suffer a negative effect to a protected interest as a result of the quasi-judicial action sought by the applicant. The alleged adverse interest may be shared in common with other members of the community at large but shall exceed in degree the general interest in the community.

APPLICANT. Any person, corporation or other legal entity who files with the Planning Department an application for an action which has been determined by City staff to be quasi-judicial in nature as reflected on the agenda and within the agenda packet for that Commission meeting at which said matter will be heard.

CLERK. For any proceeding before the City Commission, the clerk is the City Clerk. For any other board, the clerk will be the clerk or secretary designated for the respective board, committee, agency, authority, or special magistrate.

COMPETENT SUBSTANTIAL EVIDENCE. Evidence a reasonable mind could accept as adequate to support a conclusion.

EX PARTE COMMUNICATION. Communication involving a Local Public Official and a member of the public regarding a quasi-judicial matter pending before the City Commission or other Quasi-Judicial Body on which the quasi-judicial member serves. Communication between a Local Public Official and City staff shall not be considered ex parte communication.

LOCAL PUBLIC OFFICIAL. Any elected or appointed public official of the City of Palatka who recommends or takes quasi-judicial action as a member of a Quasi-Judicial Body.

PARTY or PARTIES. The applicant, the City, and any aggrieved or adversely affected person who has complied with the notice provisions.

PRESIDER. For the City Commission, the Mayor. For any other Quasi-Judicial Body, the Chair or, in his/her absence, the Vice Chair.

QUASI-JUDICIAL BODY. The City Commission sitting in its quasi-judicial capacity, or any other City board, committee, authority or special magistrate sitting in its quasi-judicial capacity.

QUASI-JUDICIAL IN NATURE. The application of a general rule or policy to specific individuals, interests, or activities by the quasi-judicial body.

§ 54.03 NOTICE PROCEDURES FOR AGGRIEVED OR ADVERSELY AFFECTED PERSONS.

(A) Any aggrieved or adversely affected person desiring to become a party in the quasi-judicial proceeding shall provide written notice to the City Clerk which notice shall, at a minimum, set forth the aggrieved or affected person's name, address, and telephone number, indicate how the aggrieved or affected person qualifies as an aggrieved or affected person and indicate whether the aggrieved or affected person is in favor of or opposed to the requested quasi-judicial action. The filing of notice with the City Clerk shall serve as notice to the parties of the aggrieved or affected person's intent to appear at the proceeding to testify, present evidence, bring forth witnesses, and cross-examine witnesses. The required notice must be received by the clerk no later than five (5) business days at the close of business, which is 5:00 PM, before the hearing.

(B) The written notice in subsection (A) above, filed with the City Clerk of a Quasi-Judicial Body other than City Commission for a quasi-judicial matter that will procedurally be forwarded

to the City Commission for consideration shall also serve as the notice for the aggrieved or affected person to appear at the proceeding held by the City Commission on the same quasi-judicial matter.

§ 54.04 QUASI-JUDICIAL MATTERS.

(A) A quasi-judicial matter is a proceeding in which a quasi-judicial board gives notice and an opportunity to be heard to aggrieved or adversely affected persons, investigate facts, ascertain the existence of facts, hold hearings, weigh evidence, draw conclusions from the facts, and apply the law to the facts. Quasi-judicial matters include, but may not necessarily be limited to, the following:

- (1) Site specific rezoning of land which rezoning will have an impact on a limited number of persons or property owners where the decision is contingent on fact(s) arrived at from distinct alternatives presented at a hearing and where the decision can be functionally viewed as policy application rather than policy setting;
- (2) Applications for conditional uses or amendments thereto;
- (3) Hearings on Code Enforcement violations by the Special Magistrate for Code Enforcement;
- (4) Applications for preliminary and final plats;
- (5) Variances from the application of the Land Development Code;
- (6) Appeals from an administrative determination of the Director of Planning Department or any city official interpreting the provisions of the Land Development Code; and
- (7) Hearings on the issuance or denial of a Certificate of Appropriateness by the Historic Preservation Board.

(B) For all quasi-judicial matters which require more than one (1) reading, the first reading shall constitute the quasi-judicial proceeding. Once a decision is rendered to grant or grant with conditions the relief sought by the applicant, then the second reading shall be procedural in nature with the Quasi-Judicial Body ratifying and affirming its prior decision. If new evidence is introduced which, if brought to the attention of the Quasi-Judicial Body at the first reading, would have had a material impact on its decision, the Quasi-Judicial Body may re-open the quasi-judicial hearing. If the Quasi-Judicial Body re-opens the quasi-judicial hearing, it shall be scheduled for a date and time certain and provide notice to all parties.

§ 54.05 PROCEDURES FOR QUASI-JUDICIAL PROCEEDINGS.

(A) The following is a guideline for conducting quasi-judicial hearings:

- (1) All testimony shall be under a sworn oath to tell the truth. The oath shall be contained on a speaker's card. All persons wishing to speak on a quasi-judicial item shall submit a speaker's card containing said oath to the clerk on duty.
- (2) The Presider shall call the cases on the agenda but shall not be bound by the order in which the cases appear on the agenda.
- (3) The Presider will introduce the case and, if appropriate, defer to the City Manager (or designee) or City Attorney (or board counsel) for either an explanation of the matter or the reading of the ordinance or resolution caption.
- (4) The Presider shall have the option of determining the order to expedite the proceedings. However, all parties shall be provided the opportunity to present their case. In the event the quasi-judicial matter constitutes a public hearing, the general order of the presentation of evidence shall be as follows:
 - (a) The applicant, having the burden of persuasion and the burden of proof, shall proceed to present its case first by providing any factual and expert witness(es) to testify and submitting relevant evidence for the Quasi-Judicial body's consideration (maximum thirty (30) minutes);
 - (b) City staff and any staff consultants shall then present the opinion of the City or any other relevant information necessary for the Quasi-Judicial body's consideration (maximum thirty (30) minutes).
 - (c) Any aggrieved or adversely affected person who has complied with the notice requirements shall be permitted to present factual and expert witness testimony and relevant evidence for the Quasi-Judicial body's consideration (maximum thirty (30) minutes);
 - (d) Cross-examination of witnesses by the applicant, City staff or any aggrieved or adversely affected person shall be permitted during testimony to the extent requested and necessary in furtherance of due process requirements (maximum fifteen (15) minutes per witness);

(e) Any other person who has taken an oath upon statement of his/her name and address for the record shall present any factual or expert testimony relevant to the matter being considered (maximum three (3) minutes per person);

(f) Closing argument/rebuttal shall then be given by the applicant; witnesses may be called during rebuttal (maximum ten (10) minutes);

(g) The Quasi-Judicial Body may modify the time limits specified in this subsection (4) on its own motion or upon request of a party to the proceeding. A request for a modification shall detail the additional time desired and the subjects to be discussed during the additional time. A request for a modification of time should be considered by the Quasi-Judicial Body to assure all parties have an opportunity to participate without undue repetition, delay and in furtherance of due process.

(5) Any natural person or party may represent himself/herself or may be represented by an attorney. The statements or arguments of the attorney are not considered evidence. The attorney need not be sworn.

(a) In the event any party (other than a corporation or the City) chooses to be represented by a non-attorney, such party shall file a written, notarized power of attorney with the clerk at least five (5) calendar days prior to the hearing stating that the person appearing has the full power and authority to act on behalf of the party in the matter.

(b) A corporation may appear through an officer of the corporation provided the officer is listed as a current officer of an active corporation with the Secretary of State and identifies himself/herself in that corporate capacity.

(6) The parties may:

(a) Call and examine witnesses;

(b) Introduce exhibits;

(c) Cross-examine opposing witnesses;

(d) Impeach witnesses; and

(e) Rebut evidence.

(7) The Quasi-Judicial body shall have the authority to ask questions of anyone present at the proceedings prior to closing the public hearing and commencing deliberations. If during the deliberations, a question arises which the Quasi-Judicial Body desires to ask, it shall reopen the public hearing, pose the question and allow the applicant, any aggrieved or adversely affected person, and the City the opportunity to respond to the question posed prior to closing the public hearing again and resuming deliberations.

(8) Neither the Federal Rules of Evidence nor the Florida Evidence Code shall apply, but fundamental due process shall be observed and govern said proceedings at all times. The following evidentiary rules should be considered when the Quasi-Judicial Body receives testimony and evidence at the hearing:

(a) All relevant evidence shall be admitted. The Quasi-Judicial body may exclude irrelevant, immaterial, or unduly repetitious evidence.

(b) Hearsay evidence may be accepted for the purpose of either supplementing or explaining any direct evidence, provided it is not offered to prove the truth of the matter asserted, but such hearsay evidence shall not, in and of itself, be considered sufficient to support a finding or decision unless the evidence would be admissible over objections in any civil litigation proceeding in a state or federal court in Florida.

(c) Lay testimony is permissible and may constitute competent substantial evidence so long as it is fact-based. Mere generalized statements of opposition do not constitute competent substantial evidence.

(d) The opinions and recommendations of professional City staff members including, but not limited to, City growth management staff, the City engineer, law enforcement and fire personnel, and other qualified staff members may constitute competent substantial evidence, provided such opinions and recommendations are related to the city staff person's professional expertise and qualifications. The opinions of other duly qualified professionals and experts of may also be similarly considered competent substantial evidence.

(e) Reports and detailed written evidence shall be submitted to the clerk at least eight (8) business days before a hearing, to the extent feasible, to allow the Quasi-Judicial Body, the parties and interested persons the opportunity to review the documentation prior to the hearing.

(9) If, after notice of hearing, a party does not appear, the hearing may be conducted, and an order entered, in the absence of the party.

(10) The Quasi-Judicial body shall have the authority to issue any and all orders to afford the proper relief, and this authority shall include the authority to grant continuances to a date-certain upon good cause shown.

(11) At the conclusion of the presentation of the evidence and the taking of testimony, the Quasi-Judicial body shall close the public hearing and proceed to deliberate. The Quasi-Judicial body shall endeavor to make a determination based upon the appropriate criteria.

(12) At the conclusion of the hearing, if and only if relief is denied to the applicant, the Quasi-Judicial Body may direct the Quasi-Judicial Body's legal counsel to prepare a proposed order, which will include findings of fact and conclusions of law, for the Quasi-Judicial Body to consider as final action on a quasi-judicial matter. If such direction is given to the Quasi-Judicial Body's legal counsel, the hearing may be continued to another meeting at which the Quasi-Judicial Body will consider adopting the proposed order as presented or modified by the Quasi-Judicial Body. A copy of the final order will be provided to the applicant and other interested parties upon request.

(13) The clerk shall retain all of the evidence and documents submitted into evidence at the hearing. This shall include the official file in the matter, as well as any document presented at the hearing or demonstrative exhibit seen by the Quasi-Judicial body while making its decision. Nothing herein shall be deemed to prohibit any party from providing a court reporter for the proceedings. Any party wishing to appeal the decision of a Quasi-Judicial body shall have the responsibility to ensure compliance with Fla. Stat. 286.0105. The Quasi-Judicial body's decision is a final, appealable order and the matter shall not be remanded back to the original tribunal. The final decision reflected in the findings of fact and conclusions of law shall constitute the parties' exhaustion of all administrative remedies.

§ 54.06 EX PARTE COMMUNICATION.

(A) Ex parte communications, while not prohibited, are improper and greatly discouraged.

(B) The following process is hereby established for ex parte communications with any Local Public Official:

(1) Disclosure.

(a) The Local Public Official shall disclose the occurrence of all ex parte communications involving said official that relate to the quasi-judicial matter pending before the quasi-judicial body on which the Local Public Official serves.

(b) The disclosure shall occur by no later than the commencement of the final public hearing, or if no formal public hearing is held, then at the commencement of any hearing at which the final decision regarding the quasi-judicial matter is made. The Local Public Official shall disclose the ex parte communication orally or in writing. Any such writing disclosing the occurrence of the ex parte communication shall be placed in the official file regarding the pending quasi-judicial matter which file shall be maintained by the City and shall be made a part of the record.

(c) At the time of disclosure, the Local Public Official shall identify the person, group, or entity with whom the ex parte communication took place, the general substance of the ex parte communication, and any matters discussed which are considered by said official to be material to said member's decision in the pending quasi-judicial matter.

(d) Pursuant to Fla. Stat. 286.0115, the foregoing process established to disclose ex parte communications with Local Public Officials hereby removes the presumption of prejudice from ex parte communications.

(C) Commencement. For purposes of defining an ex parte communication, a quasi-judicial matter shall be said to exist at the time an application is filed with the City seeking relief that is quasi-judicial in nature.

(D) Site visits. Site visits constitute ex parte information and are greatly discouraged. Any Local Public Official who conducts a site visit of any property related to a quasi-judicial matter pending before the quasi-judicial body on which the official serves must adhere to the disclosure requirements set forth in paragraph (B)(1) supra, date of the site visit, and any information obtained by virtue of the site visit.

(E) Review of correspondence. Immediately upon review of any mail, email, or other written correspondence constituting an ex parte communication related to a quasi-judicial matter pending before the quasi-judicial body on which the Local Public Official serves, said document shall be placed in the official file regarding the pending quasi-judicial matter.

(F) City files. All documents reviewed by a Local Public Official prior to the final hearing on a pending quasi-judicial matter shall be placed in the official file regarding said matter. Said documents reviewed by the Local Public Official prior to the final hearing on a pending quasi-judicial matter and any disclosure memoranda shall be available for public inspection. By no later than the commencement of the final public hearing, or if no formal public hearing is held, then at the commencement of any hearing at which the final decision regarding the quasi-judicial matter is made, the clerk shall make said correspondence, mail, written communications, and any

disclosure memoranda placed in the official file a part of the record. All of the foregoing documents shall be received by the quasi-judicial body as evidence, with the exception of disclosure memoranda, subject to any objections interposed by participants at the hearing.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference: "Quasi Judicial Hearing Procedures Ordinance." More specifically:

AN ORDINANCE OF THE CITY OF PALATKA, CREATING MUNICIPAL CODE SECTIONS 54-1 THROUGH 54- 6 ESTABLISHING PROCEDURES FOR QUASI-JUDICIAL PROCEEDINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, REPEAL, SCRIVENER'S ERRORS, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Palatka is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare): The ordinance establishes procedures for quasi-judicial hearings as none currently exist in the City's code.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, if any:
 - (a) An estimate of direct compliance costs that businesses may reasonably incur;
 - (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
 - (c) An estimate of the City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.It is not anticipated that businesses will incur any direct compliance costs. There are no fees associated with the ordinance. There are no costs or revenue associated with the ordinance.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance: It is not anticipated that any businesses will be impacted by the proposed ordinance.

4. Additional information the governing body deems useful (if any): Providing clear and consistent guidelines for quasi-judicial hearings will be a benefit to the public, staff and commission.

ADOPT RESOLUTION 2024-R-145 proposing the tentative millage rate of 6.4 mills for the levying of ad valorem taxes for the FY 2024-2025.

STAFF REPORT

DATE: July 11, 2024
TO: City of Palatka City Commission
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

Chapter 200 of Florida Statutes sets a timetable for the calculating and notifying the public of the process of setting ad valorem millage rates and adopting a budget. The City of Palatka must notify the County Appraiser by August of its calculated rolled-back rate, its tentative millage rate, and the date of the first public hearing for the budget. The meeting today is to discuss setting a tentative millage rate.

PROJECT ANALYSIS

Staff Recommendation

To set the millage rate at the same rate as fiscal year at 6.4 mills instead of the roll back rate.

ATTACHMENTS

1.	2024-R-145 ADOPTING THE TENTATIVE MILLAGE RATE OF 6.4000 MILLS FOR THE LEVYING OF AD VALOREM TAXES FOR THE FISCAL YEAR 2023-24
2.	2024-2025 Tentative Property Tax Millage Rate

RESOLUTION NO. 2024-R-145

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
ADOPTING THE TENTATIVE MILLAGE RATE OF 6.4000
MILLS FOR THE LEVYING OF AD VALOREM TAXES FOR THE
FISCAL YEAR 2024-25; PROVIDING FOR AN EFFECTIVE
DATE; AND PROVIDING FOR SCRIVENER’S ERRORS**

WHEREAS, the Property Appraiser of Putnam County, Florida has certified the gross taxable value for operating purposes do not exempt from taxation within the corporate limits of the City of Palatka as \$712,953,025 through DR 420, line 4, attached hereto as Exhibit “A”; and

WHEREAS the rollback millage rate is 6.1271 mills; and

WHEREAS, a tentative millage rate in the amount of 6.4000 mills is level to the prior year operating millage rate of 6.4000 mills; and

WHEREAS, the City Commission of the City of Palatka has determined therefore that it is in the best interest of the public welfare to adopt a tentative millage rate in the amount of 6.4000 mills.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida as follows:

- 1. the Fiscal Year 2024-2025 tentative operating millage rate is 6.4000 mills which is level to the prior year rate, and 4.454% more than the rolled back rate of 6.1271; and
- 2. the voted debt service millage is 0 mills; and
- 3. this Resolution shall take effect immediately upon its adoption; and
- 4. the City Manager or designee, without public hearing, is authorized to correct any typographical scrivener’s errors, which of not affect the intent of this resolution. A corrected copy shall be posted in the public record by the City Clerk.

PASSED AND RESOLVED by the City Commission of the City of Palatka, Florida this 11th day of July 2024.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

**City of Palatka
City Commission
Agenda Request**

Date of Meeting: July 11, 2023
Date Submitted: July 5, 2023
To: Honorable Mayor and Commissioners
From: Troy Bell, City Manager
Marcia Carty, CPA, CGFO, Finance Director
Subject: Tentative Property Tax Millage Rate

Chapter 200 of Florida Statutes sets a timetable for the calculating and notifying the public of the process of setting ad valorem millage rates and adopting a budget. The statute identifies timeframes and briefly describes the tasks to be accomplished (see Table 1).

We have received the certification of tax value from the County Appraiser. For fiscal year 2023, the preliminary gross taxable value is \$712,953,025 which is a 7.8% or \$51,429,866 increase from the 2023-2024 value of \$661,523,159.

City of Palatka must notify the County Appraiser by August 2nd of its calculated rolled-back rate, its tentative millage rate, and the date of the first public hearing for the budget. The rolled-back rate has been calculated to be 6.1271.

The rolled-back rate of 6.1271 is not a tax increase, since the percentage of the difference between current proposed rate and current year aggregate rolled-back rate would be zero (see the attached DR-420, page 2). Applying the proposed rolled-back rate of 6.1271 rate would generate gross receipts of \$4,368,334.

Table 1 - Determination of Millage

1. Day 1 is on or by July 1 - (July 1) The Property Appraiser certifies the taxable value of real property within the jurisdiction of the taxing authority.
2. Within 35 days - (by August 4) the City shall advise the Property Appraiser of: a) Proposed/tentative millage rate; b) current year rolled-back rate - the rolled back rate is the tax rate that would raise the same amount of revenue as last year using the increased taxable value; and c) date, time and place of tentative budget hearings.
3. 55th day - (by August 24) No later than 55 days after certification of value, the Property Appraiser shall mail out to the City and the property owners a Notice of Proposed Property Taxes (TRIM Notice).
4. 80th day - (September 3 - 18) - (Sept. 11) No earlier than 65 days after certification, but within 80 days of certification of value, the City shall hold a public hearing on the tentative budget and proposed millage rate. The school district and county will have the first choice of meeting dates.
5. 95th day - (September 8 - September 23) - (Sept. 21) within 15 days of the tentative budget hearing, the City shall advertise its intent to adopt a final millage and budget.
6. 97th to 100th day - (September 12 to October 3) - (Sept. 26) A public hearing to adopt a final millage rate and budget that shall be held not less than 2 days or more than 5 days, after the day that the advertisement is first published.
7. Within 3 days of the second and final budget hearing - (Sept. 30) The resolution or ordinance adopting the final millage rate shall be forwarded to the Property Appraiser and the Tax Collector.
8. The Property Appraiser notifies the City of the final adjusted tax roll.
9. Within 30 days of the final hearing - (Oct. 26) No later than 30 days following the adoption of the millage and budget ordinances or resolutions, each City shall certify that they have complied with the provision of Chapter 200, F.S., to the Division of ad valorem Tax, Department of Revenue.

If the current rate of 6.4 is continued, it would generate \$4,562,899 and would be considered a property increase, as shown below:

The City of Palatka has tentatively adopted a measure to increase its property tax levy.	
Last year's property tax levy:	
A. Initial proposed tax levy.....	\$ 4,299,690
B. Changes due to Value Adjustment Board, Uncollected Fees	
Other assessment changes.....	\$ <u>(344,021)</u>
C. Actual tax levy proceeds	<u>\$ 3,955,669</u>
This Year's property tax levy.....	<u>\$ 4,562,899</u>
All concerned citizens are invited to attend a public hearing on the millage rate to be held on:	
Tuesday September 12, 2024	
6:00 p.m.	
at City Hall,	
A final decision on the proposed tax increase and the budget will be made at this hearing	

The staff recommendation is to adopt the rolled-back rate as the tentative millage.

Options:

- Option 1** Adopt the rolled-back millage rate of 6.1271
- Option 2** Adopt the current millage rate of 6.4000
- Option 3** Consider other options as directed by the Board (see attached analysis)

Recommendation

Option 2

ATTACHED:

- CRA TIF FUNDS ACTUAL AND BUDGET (FYs 2020 to 2025)
- Operating Millage Rates Analysis
- 2024-2025 Preliminary Budgeted General Fund Revenues
- DR-420 - Certification of Taxable Values (rolled-back millage rate of 6.1271)
- DR-420MM-P – Maximum Millage Levy Calculation Preliminary Disclosure - rolled-back millage
- DR-420 – Certification of Taxable Value (current millage rate of 6.4000)
- DR-420MM-P – Maximum Millage Levy Calculation Preliminary Disclosure – current millage
- DR-420TIF – Tax Incremental Adjustment Worksheet for CRA Area # 1
- DR-420TIF – Tax Incremental Adjustment Worksheet for CRA Area # 2

**CRA TIF FUNDS ACTUAL AND BUDGET
REVENUES (FISCAL YEARS 2020 THRU 2025)**

City of Palatka
CRA TIF Funds - Actual and Budget
Years 2020 to 2025

Proposing No Change in Millage Rate - 6.4000

Tax Increment Values

	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025
Downtown	\$26,868,960	\$29,561,245	\$32,651,904	\$40,220,044	\$45,520,695
South Historic	\$7,857,597	\$8,992,955	\$10,425,665	\$12,425,885	\$14,642,603
North Historic	\$3,072,490	\$3,142,190	\$3,920,610	\$4,302,030	\$4,483,870
Total	\$37,799,047	\$41,696,390	\$46,998,179	\$56,947,959	\$64,647,168

TIF Revenues

	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Budget 2025
County Share	\$241,061	\$259,891	\$287,382	\$332,808	\$358,913
City Share	\$163,424	\$178,660	\$197,558	\$240,835	\$259,725
Downtown	<u>\$404,485</u>	<u>\$438,551</u>	<u>\$484,939</u>	<u>\$573,643</u>	<u>\$618,638</u>
County Share	\$70,736	\$78,383	\$92,205	\$106,447	\$114,796
City Share	\$47,955	\$53,884	\$63,386	\$77,030	\$83,072
South Historic	<u>\$118,691</u>	<u>\$132,267</u>	<u>\$155,591</u>	<u>\$183,477</u>	<u>\$197,868</u>
County Share	\$27,297	\$27,715	\$34,675	\$36,145	\$38,980
City Share	\$18,506	\$19,053	\$23,837	\$26,156	\$28,208
North Historic	<u>\$45,803</u>	<u>\$46,768</u>	<u>\$58,513</u>	<u>\$62,301</u>	<u>\$67,188</u>
TOTAL	\$568,979	\$617,586	\$699,043	\$819,421	\$883,694

OPERATING MILLAGE RATE ANALYSES

- **6.1271**
- **6.4000**
- **6.6825**
- **6.7200**

**CITY OF PALATKA, FLORIDA
MILLAGE RATE ANALYSES
FOR FISCAL YEAR 2024 - 2025**

Rate Options	Optional Rates			
	2024 - 2025 Rolled-Back Rate	2023 - 2024 Current Rate	\$500,000 increase	5% more than FY 2024
2024 - 2025 Certified Gross Taxable Value	\$712,953,025	\$712,953,025	\$712,953,025	\$712,953,025
RATES	0.61271%	0.64000%	0.68285%	0.67200%
Percentage of increase in excess of rolled-back rate		0.044540	0.114475	0.096767
Proposed AdValorem Revenue	\$4,368,334	\$4,562,899	\$4,868,400	\$4,791,044
Revenue above Rolled-back rated		\$194,565	\$500,065	\$422,710

2023 - 2024 Certified Gross Taxable Value	<u>\$661,523,159</u>
Increase in gross taxable value of real property	<u>\$51,429,866</u>
Percentage of increase	<u>7.8%</u>

2024 – 2025 PRELIMINARY GENERAL FUND REVENUES

CITY OF PALATKA, FLORIDA
2024 - 2025 PRELIMINARY BUDGETED GENERAL FUND REVENUES

DESCRIPTION	2024-2025 PRELIMINARY BUDGET	PERCENTAGE
CURRENT AD VALOREM TAXES	\$4,575,399	21%
LOCAL OPTION GAS TAX	\$611,444	3%
UTILITY SERVICE TAXES	\$1,274,520	6%
TELE COMMUNICATION SERVICE TAX	\$352,472	2%
LICENSES & PERMITS	\$116,947	1%
FRANCHISE FEES ELECTRIC	\$1,196,000	5%
SPECIAL ASSESSMENTS	\$2,122,185	10%
STATE/FEDERAL GRANTS	\$640,876	3%
STATE SHARED REVENUES	\$1,235,392	6%
TOTAL CHARGES FOR SERVICES	\$386,080	2%
TOTAL FINES & FORFEITURES	\$102,680	0%
MISCELLANEOUS REVENUES	\$450,063	2%
LOAN PROCEEDS	\$675,041	3%
TRANSFERS IN	\$995,127	5%
CONTRIBUTIONS FROM OTHER FUNDS	\$1,577,260	7%
TOTAL OPERATING PRELIMINARY REVENUES	\$16,311,486	75%
TOTAL CSH BALANCE FORWARD	\$5,576,765	25%
TOTAL REVENUES	\$21,888,251	100%

ROLLED-BACK MILLAGE RATE – 6.1271



CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)[Print Form](#)

DR-420

R. 5/12

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

Year: 2024	County: Putnam
Principal Authority: City of Palatka	Taxing Authority: City of Palatka - Operating

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	591,434,375	(1)
2.	Current year taxable value of personal property for operating purposes	\$	120,345,211	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,173,439	(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	712,953,025	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	5,940,843	(5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	707,012,182	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	671,826,580	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES ☐ NO	Number 3	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	☐ YES ☒ NO	Number 0	(9)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.		
	Signature of Property Appraiser:		Date:	
	Electronically Certified by Property Appraiser		7/1/2024 3:35:57 PM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422)	6.4000	per \$1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10, divided by 1,000)	\$	4,299,690	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value (Sum of either Lines 6c or Line 7a for all DR-420TIF forms)	\$	344,021	(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$	3,955,669	(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	\$	61,414,809	(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	\$	645,597,373	(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	6.1271	per \$1000	(16)
17.	Current year proposed operating millage rate	6.1271	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	\$	4,368,334	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	☐ County	☐ Independent Special District	(19)				
		☒ Municipality	☐ Water Management District					
20.	Applicable taxing authority (check one)	☒ Principal Authority	☐ Dependent Special District	(20)				
		☐ MSTU	☐ Water Management District Basin					
21.	Is millage levied in more than one county? (check one)	☐ Yes	☒ No	(21)				
DEPENDENT SPECIAL DISTRICTS AND MSTUs  STOP HERE - SIGN AND SUBMIT								
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	3,955,669	(22)				
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		6.1271 per \$1,000	(23)				
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	4,368,334	(24)				
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	4,368,334	(25)				
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		6.1271 per \$1,000	(26)				
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		0.0000 %	(27)				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">First public budget hearing</td> <td style="width: 20%;">Date : 9/12/2024</td> <td style="width: 20%;">Time : 18:00:00 EST</td> <td style="width: 35%;">Place : 201 N 2nd Street Palatka 32177</td> </tr> </table>					First public budget hearing	Date : 9/12/2024	Time : 18:00:00 EST	Place : 201 N 2nd Street Palatka 32177
First public budget hearing	Date : 9/12/2024	Time : 18:00:00 EST	Place : 201 N 2nd Street Palatka 32177					
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.					
	Signature of Chief Administrative Officer :			Date :				
	Title :		Contact Name and Contact Title :					
	Mailing Address :		Physical Address :					
	City, State, Zip :		Phone Number :		Fax Number :			

Instructions on page 3


[Reset Form](#)
[Print Form](#)

MAXIMUM MILLAGE LEVY CALCULATION **PRELIMINARY DISCLOSURE** For municipal governments, counties, and special districts

DR-420MM-P
 R. 5/12
 Rule 12D-16.002
 Florida Administrative Code
 Effective 11/12

Year: 2024		County: Putnam	
Principal Authority: City of Palatka		Taxing Authority: City of Palatka - Operating	
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No (1)
IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	6.1271	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2020 Form DR-420MM, Line 13	10.4584	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	6.4000	per \$1,000 (4)
If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 671,826,580	(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 7,026,231	(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 344,021	(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 6,682,210	(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 645,597,373	(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	10.3504	per \$1,000 (10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	10.3504	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)	1.0569	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	10.9393	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	12.0332	per \$1,000 (14)
15.	Current year proposed millage rate	6.1271	per \$1,000 (15)
16.	Minimum vote required to levy proposed millage: (Check one) (16)		
☒	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.		
☐	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.		
☐	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
☐	d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.		
17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	10.9393	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 712,953,025	(18)

Continued on page 2

Taxing Authority :		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 4,368,334	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 7,799,207	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 4,368,334	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 7,799,207	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)
SIGN HERE	Taxing Authority Certification I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	Mailing Address :	Physical Address :	
	City, State, Zip :	Phone Number :	Fax Number :

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

[Reset Form](#)[Print Form](#)**TAX INCREMENT ADJUSTMENT WORKSHEET**DR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2024	County : Putnam
Principal Authority : City of Palatka	Taxing Authority : City of Palatka - Operating
Community Redevelopment Area : City of Palatka CRA - Central Business	Base Year : 1983

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value in the tax increment area	\$	60,270,950	(1)
2.	Base year taxable value in the tax increment area	\$	14,750,255	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$	45,520,695	(3)
4.	Prior year Final taxable value in the tax increment area	\$	54,361,279	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$	39,611,024	(5)

SIGN HERE	Property Appraiser Certification	I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser : Electronically Certified by Property Appraiser	Date :	7/1/2024 3:35:57 PM

SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.

6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:				
6a.	Enter the proportion on which the payment is based.	95.0000 %	(6a)	
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$	43,244,660	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	240,835	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:				
7a.	Amount of payment to redevelopment trust fund in prior year	\$		(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10		per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$		(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)		%	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$		(7e)

S I G N H E R E	Taxing Authority Certification	I certify the calculations, millages and rates are correct to the best of my knowledge.		
	Signature of Chief Administrative Officer :		Date :	
	Title :		Contact Name and Contact Title :	
	Mailing Address :		Physical Address :	
	City, State, Zip :		Phone Number :	Fax Number :



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year :	2024	County :	Putnam
Principal Authority :	City of Palatka	Taxing Authority :	City of Palatka - Operating
Community Redevelopment Area :	City of Palatka CRA - South Historic (Addition; 1994)	Base Year :	1994
SECTION I : COMPLETED BY PROPERTY APPRAISER			
1.	Current year taxable value in the tax increment area	\$	17,859,878 (1)
2.	Base year taxable value in the tax increment area	\$	3,217,275 (2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$	14,642,603 (3)
4.	Prior year Final taxable value in the tax increment area	\$	15,886,720 (4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$	12,669,445 (5)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser		Date : 7/1/2024 3:35:57 PM
SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.			
6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.	95.0000 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$	13,910,473 (6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	77,030 (6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)	%	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$	(7e)
S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	Mailing Address :		Physical Address :
	City, State, Zip :		Phone Number :



Reset Form

Print Form

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2024		County: Putnam	
Principal Authority : City of Palatka		Taxing Authority : City of Palatka - Operating	
Community Redevelopment Area : City of Palatka CRA - North Historic (Addition; 1994)		Base Year : 1994	
SECTION I : COMPLETED BY PROPERTY APPRAISER			
1.	Current year taxable value in the tax increment area	\$ 5,582,980	(1)
2.	Base year taxable value in the tax increment area	\$ 1,099,110	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$ 4,483,870	(3)
4.	Prior year Final taxable value in the tax increment area	\$ 5,401,140	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$ 4,302,030	(5)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser		Date : 7/1/2024 3:35:57 PM
SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.			
6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.	95.0000 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$ 4,259,676	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$ 26,156	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)	%	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$	(7e)
S I G N H E R E	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.
	Signature of Chief Administrative Officer :		Date :
	Title :		Contact Name and Contact Title :
	Mailing Address :		Physical Address :
	City, State, Zip :		Phone Number : Fax Number :

CURRENT RATE MILLAGE RATE
(FY 2023-2024) - 6.4000



CERTIFICATION OF TAXABLE VALUE

[Reset Form](#)[Print Form](#)

DR-420

R. 5/12

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

Year : 2024	County : Putnam
Principal Authority : City of Palatka	Taxing Authority : City of Palatka - Operating

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	591,434,375	(1)
2.	Current year taxable value of personal property for operating purposes	\$	120,345,211	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	1,173,439	(3)
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	712,953,025	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	5,940,843	(5)
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	707,012,182	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	671,826,580	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	☒ YES ☐ NO	Number 3	(8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, Certification of Voted Debt Millage forms attached. If none, enter 0	☐ YES ☒ NO	Number 0	(9)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.	
	Signature of Property Appraiser: Electronically Certified by Property Appraiser		Date : 7/1/2024 3:35:57 PM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.				
10.	Prior year operating millage levy (If prior year millage was adjusted then use adjusted millage from Form DR-422)	6.4000	per \$1,000	(10)
11.	Prior year ad valorem proceeds (Line 7 multiplied by Line 10, divided by 1,000)	\$	4,299,690	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value (Sum of either Lines 6c or Line 7a for all DR-420TIF forms)	\$	344,021	(12)
13.	Adjusted prior year ad valorem proceeds (Line 11 minus Line 12)	\$	3,955,669	(13)
14.	Dedicated increment value, if any (Sum of either Line 6b or Line 7e for all DR-420TIF forms)	\$	61,414,809	(14)
15.	Adjusted current year taxable value (Line 6 minus Line 14)	\$	645,597,373	(15)
16.	Current year rolled-back rate (Line 13 divided by Line 15, multiplied by 1,000)	6.1271	per \$1000	(16)
17.	Current year proposed operating millage rate	6.4000	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate (Line 17 multiplied by Line 4, divided by 1,000)	\$	4,562,899	(18)

Continued on page 2

19.	TYPE of principal authority (check one)	☐ County	☐ Independent Special District	(19)				
		☒ Municipality	☐ Water Management District					
20.	Applicable taxing authority (check one)	☒ Principal Authority	☐ Dependent Special District	(20)				
		☐ MSTU	☐ Water Management District Basin					
21.	Is millage levied in more than one county? (check one)	☐ Yes	☒ No	(21)				
DEPENDENT SPECIAL DISTRICTS AND MSTUs STOP HERE - SIGN AND SUBMIT								
22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. (The sum of Line 13 from all DR-420 forms)	\$ 3,955,669		(22)				
23.	Current year aggregate rolled-back rate (Line 22 divided by Line 15, multiplied by 1,000)	6.1271 per \$1,000		(23)				
24.	Current year aggregate rolled-back taxes (Line 4 multiplied by Line 23, divided by 1,000)	\$ 4,368,334		(24)				
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. (The sum of Line 18 from all DR-420 forms)	\$ 4,562,899		(25)				
26.	Current year proposed aggregate millage rate (Line 25 divided by Line 4, multiplied by 1,000)	6.4000 per \$1,000		(26)				
27.	Current year proposed rate as a percent change of rolled-back rate (Line 26 divided by Line 23, <u>minus 1</u> , multiplied by 100)	4.4500 %		(27)				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">First public budget hearing</td> <td style="width: 15%;">Date : 9/12/2024</td> <td style="width: 15%;">Time : 18:00:00 EST</td> <td style="width: 50%;">Place : 201 N 2nd Street Palatka 32177</td> </tr> </table>					First public budget hearing	Date : 9/12/2024	Time : 18:00:00 EST	Place : 201 N 2nd Street Palatka 32177
First public budget hearing	Date : 9/12/2024	Time : 18:00:00 EST	Place : 201 N 2nd Street Palatka 32177					
SIGN HERE	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.					
	Signature of Chief Administrative Officer :			Date :				
	Title :		Contact Name and Contact Title :					
	Mailing Address :		Physical Address :					
	City, State, Zip :		Phone Number :		Fax Number :			

Instructions on page 3


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MAXIMUM MILLAGE LEVY CALCULATION **PRELIMINARY DISCLOSURE** For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2024		County: Putnam	
Principal Authority: City of Palatka		Taxing Authority: City of Palatka - Operating	

1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	☐ Yes	☒ No	(1)
----	---	------------------------------	--	-----

IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.				
--	--	--	--	--

2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	6.1271	per \$1,000	(2)
3.	Prior year maximum millage rate with a majority vote from 2020 Form DR-420MM, Line 13	10.4584	per \$1,000	(3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	6.4000	per \$1,000	(4)

If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.

Adjust rolled-back rate based on prior year majority-vote maximum millage rate				
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$ 671,826,580		(5)
6.	Prior year maximum ad valorem proceeds with majority vote (Line 3 multiplied by Line 5 divided by 1,000)	\$ 7,026,231		(6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$ 344,021		(7)
8.	Adjusted prior year ad valorem proceeds with majority vote (Line 6 minus Line 7)	\$ 6,682,210		(8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$ 645,597,373		(9)
10.	Adjusted current year rolled-back rate (Line 8 divided by Line 9, multiplied by 1,000)	10.3504	per \$1,000	(10)

Calculate maximum millage levy

11.	Rolled-back rate to be used for maximum millage levy calculation (Enter Line 10 if adjusted or else enter Line 2)	10.3504	per \$1,000	(11)
12.	Adjustment for change in per capita Florida personal income (See Line 12 Instructions)		1.0569	(12)
13.	Majority vote maximum millage rate allowed (Line 11 multiplied by Line 12)	10.9393	per \$1,000	(13)
14.	Two-thirds vote maximum millage rate allowed (Multiply Line 13 by 1.10)	12.0332	per \$1,000	(14)
15.	Current year proposed millage rate	6.4000	per \$1,000	(15)

16. Minimum vote required to levy proposed millage: (Check one)				
☒	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. Enter Line 13 on Line 17.			
☐	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. Enter Line 15 on Line 17.			
☐	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			
☐	d. Referendum: The maximum millage rate is equal to the proposed rate. Enter Line 15 on Line 17.			

17.	The selection on Line 16 allows a maximum millage rate of (Enter rate indicated by choice on Line 16)	10.9393	per \$1,000	(17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$ 712,953,025		(18)

Continued on page 2

Taxing Authority :		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes (<i>Line 15 multiplied by Line 18, divided by 1,000</i>)	\$ 4,562,899	(19)
20.	Total taxes levied at the maximum millage rate (<i>Line 17 multiplied by Line 18, divided by 1,000</i>)	\$ 7,799,207	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. (<i>The sum of all Lines 19 from each district's Form DR-420MM-P</i>)	\$ 0	(21)
22.	Total current year proposed taxes (<i>Line 19 plus Line 21</i>)	\$ 4,562,899	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage (<i>The sum of all Lines 20 from each district's Form DR-420MM-P</i>)	\$ 0	(23)
24.	Total taxes at maximum millage rate (<i>Line 20 plus Line 23</i>)	\$ 7,799,207	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	☒ YES ☐ NO	(25)
S I G N H E R E	Taxing Authority Certification		
	I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	Mailing Address :	Physical Address :	
City, State, Zip :		Phone Number :	Fax Number :

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.



Reset Form

Print Form

TAX INCREMENT ADJUSTMENT WORKSHEET

DR-420TIF
R. 6/10
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year :	2024	County :	Putnam
Principal Authority :	City of Palatka	Taxing Authority :	City of Palatka - Operating
Community Redevelopment Area :	City of Palatka CRA - Central Business	Base Year :	1983
SECTION I : COMPLETED BY PROPERTY APPRAISER			
1.	Current year taxable value in the tax increment area	\$	60,270,950 (1)
2.	Base year taxable value in the tax increment area	\$	14,750,255 (2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$	45,520,695 (3)
4.	Prior year Final taxable value in the tax increment area	\$	54,361,279 (4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$	39,611,024 (5)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser		Date : 7/1/2024 3:35:57 PM
SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.			
6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.	95.0000 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$	43,244,660 (6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$	240,835 (6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)	%	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$	(7e)
SIGN HERE	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	Mailing Address :	Physical Address :	
	City, State, Zip :	Phone Number :	Fax Number :



Reset Form

Print Form

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2024		County : Putnam	
Principal Authority : City of Palatka		Taxing Authority : City of Palatka - Operating	
Community Redevelopment Area : City of Palatka CRA - South Historic (Addition; 1994)		Base Year : 1994	
SECTION I : COMPLETED BY PROPERTY APPRAISER			
1.	Current year taxable value in the tax increment area	\$ 17,859,878	(1)
2.	Base year taxable value in the tax increment area	\$ 3,217,275	(2)
3.	Current year tax increment value (Line 1 minus Line 2)	\$ 14,642,603	(3)
4.	Prior year Final taxable value in the tax increment area	\$ 15,886,720	(4)
5.	Prior year tax increment value (Line 4 minus Line 2)	\$ 12,669,445	(5)
SIGN HERE	Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser :		Date :
	Electronically Certified by Property Appraiser		7/1/2024 3:35:57 PM
SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.			
6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:			
6a.	Enter the proportion on which the payment is based.	95.0000 %	(6a)
6b.	Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$ 13,910,473	(6b)
6c.	Amount of payment to redevelopment trust fund in prior year	\$ 77,030	(6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:			
7a.	Amount of payment to redevelopment trust fund in prior year	\$	(7a)
7b.	Prior year operating millage levy from Form DR-420, Line 10	per \$1,000	(7b)
7c.	Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$	(7c)
7d.	Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)	%	(7d)
7e.	Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$	(7e)
SIGN HERE	Taxing Authority Certification		I certify the calculations, millages and rates are correct to the best of my knowledge.
	Signature of Chief Administrative Officer :		Date :
	Title :	Contact Name and Contact Title :	
	Mailing Address :	Physical Address :	
	City, State, Zip :	Phone Number :	Fax Number :

[Reset Form](#)[Print Form](#)

DR-420TIF

R. 6/10

Rule 12D-16.002

Florida Administrative Code

Effective 11/12

TAX INCREMENT ADJUSTMENT WORKSHEET

Year : 2024	County : Putnam
Principal Authority : City of Palatka	Taxing Authority : City of Palatka - Operating
Community Redevelopment Area : City of Palatka CRA - North Historic (Addition; 1994)	Base Year : 1994
SECTION I : COMPLETED BY PROPERTY APPRAISER	
1. Current year taxable value in the tax increment area	\$ 5,582,980 (1)
2. Base year taxable value in the tax increment area	\$ 1,099,110 (2)
3. Current year tax increment value (Line 1 minus Line 2)	\$ 4,483,870 (3)
4. Prior year Final taxable value in the tax increment area	\$ 5,401,140 (4)
5. Prior year tax increment value (Line 4 minus Line 2)	\$ 4,302,030 (5)
SIGN HERE	Property Appraiser Certification I certify the taxable values above are correct to the best of my knowledge.
	Signature of Property Appraiser : Electronically Certified by Property Appraiser Date : 7/1/2024 3:35:57 PM
SECTION II: COMPLETED BY TAXING AUTHORITY Complete EITHER line 6 or line 7 as applicable. Do NOT complete both.	
6. If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:	
6a. Enter the proportion on which the payment is based.	95.0000 % (6a)
6b. Dedicated increment value (Line 3 multiplied by the percentage on Line 6a) If value is zero or less than zero, then enter zero on Line 6b	\$ 4,259,676 (6b)
6c. Amount of payment to redevelopment trust fund in prior year	\$ 26,156 (6c)
7. If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:	
7a. Amount of payment to redevelopment trust fund in prior year	\$ (7a)
7b. Prior year operating millage levy from Form DR-420, Line 10	per \$1,000 (7b)
7c. Taxes levied on prior year tax increment value (Line 5 multiplied by Line 7b, divided by 1,000)	\$ (7c)
7d. Prior year payment as proportion of taxes levied on increment value (Line 7a divided by Line 7c, multiplied by 100)	% (7d)
7e. Dedicated increment value (Line 3 multiplied by the percentage on Line 7d) If value is zero or less than zero, then enter zero on Line 7e	\$ (7e)
S I G N H E R E	Taxing Authority Certification I certify the calculations, millages and rates are correct to the best of my knowledge.
	Signature of Chief Administrative Officer : Date :
	Title : Contact Name and Contact Title :
	Mailing Address : Physical Address :
	City, State, Zip : Phone Number : Fax Number :